

Enrolment Policy



Purpose

This policy provides guidelines for the College to use in the enrolment of students.

Rationale

This policy supports the College in determining the enrolment of students in a just and equitable manner giving rise to local context and extending particular assistance to students at the margins of society. This policy is cognisant of the Brisbane Catholic Education Council's Enrolment of Students Policy, Students with Disabilities Policy, Financial Accessibility Policy and Students who are at the Margins of Society and/or Out of Home Policy. The College implements Brisbane Catholic Education's Enrolment Application Support Procedures for Students requiring Educational Adjustments (www.bne.catholic.edu.au).

Enrolment Criteria

Each application which gives evidence of meeting the primary criteria for enrolment will be considered by the Principal on its merits having regard to the priority order and factors detailed below. All enrolments will be discussed in connection with our College's Enrolment Policy and the final decision of an offer of enrolment rests with the Principal.

1. Priority for enrolling students will be given in the following order:
 - a. Siblings of students already enrolled in the College
 - b. Baptised Catholic students - With preference to students from Jubilee Primary School (Pacific Pines), St Francis Xavier Catholic Primary School (Runaway Bay) and Mother Teresa Catholic Primary School (Ormeau)
 - c. Non-baptised students from Catholic families
 - d. Students from other faith traditions whose families demonstrate that they share the expressed values of the College and who are willing to support and contribute to the school's vision and ethos

Date of receipt of application fee is used if all other priorities and factors prove equal.
2. Although priority is given to siblings and Catholic baptised students, they are not guaranteed a place at the College. Priority is given provided the enrolment application is completed and processed prior to 1st round enrolment interviews commencing.
3. Applications will be accepted by the College up to three years prior to starting year.
4. Offer of placement will be made once all relevant paperwork is received by the College and after a successful enrolment interview with the Principal or their delegate.
5. A non-refundable Confirmation of Enrolment Fee will be required to confirm and secure the offer of enrolment.
6. In accepting an offer of enrolment, the College expects parents and students to:
 - a. Share in the expressed values of the College
 - b. Contribute positively and actively to enhance the spiritual life of the College
 - c. Commit to and support the Guidelines for the Religious Life of the College
 - d. Participate in and contribute to the achievement of the College's mission
 - e. Abide by College policies
 - f. Pay school fees in a timely manner (see School Fee policy)

7. Special circumstances will be considered on an individual basis at the discretion of the Principal.

Complete your online enrolment application [here](#)

References

1. *Archdiocese of Brisbane. Guidelines for the Religious Life of the School, Catholic Education, Archdiocese of Brisbane, 2008.*
2. *Catholic Education Council (2012). Enrolment of Students Policy. Brisbane Catholic Education, Brisbane.*
3. *Catholic Education Council (2008). Financial Accessibility of Catholic Education Schools Policy. Brisbane Catholic Education, Brisbane.*
4. *Catholic Education Council (2009). Students who are at the Margins of Society and/or Out of Home Policy. Brisbane Catholic Education, Brisbane.*
5. *Catholic Education Council (2007). Students with Disabilities Policy. Brisbane Catholic Education, Brisbane.*
6. *Brisbane Catholic Education (2006) Enrolment Application and Support Procedures for Students Requiring Educational Adjustments. Brisbane Catholic Education, Brisbane.*