



Assisi Catholic College (Draft) ENROLMENT POLICY

Introduction

Assisi Catholic College strives for excellence in our teaching and learning processes and also

- introduces students to the Gospel
- teaches the Catholic tradition
- is a place of justice
- is a place of prayer
- is a place where God's presence is proclaimed in word and action; and
- challenges students to work to improve society through service and action based on the life and teachings of Jesus Christ.

In particular, drawing on the lives of St Francis and St Clare, Franciscan values underpin all aspects of College life. *Peace through Justice* is the College Motto. Our Vision Statement is:

Embrace, Embody, Empower.

Assisi Catholic College seeks Peace and Justice through education based on Gospel values that:

Embrace the love of God through our families, our faith community and our environment

Embody the mission of Jesus through the Franciscan spirituality of St Francis and St Clare

Empower all members of our community to make a difference in their world

Rationale

The purpose of this Policy is to assist the College to:

- Provide a transparent reference point to those seeking enrolment and those responsible for enrolment at the College; and
- Facilitate consistency of approach and process.

Process

1. Enrolment Application

The first step in the enrolment process is to complete an online application through the Assisi Catholic College website, and supply relevant supporting documentation and pay application fee within 2 weeks of applying.

Preparatory entry

Applications can be submitted from birth for enrolment in your child's Prep Year. (Students enrolling in Preparatory must have turned 5 by 30 June in the year of commencement at Assisi Catholic College).

Applications will close on the last working day of November in the fourteen months prior to entry. Interviews will take place in the February of the year prior to entry. Offers for successful interviews will be made in April of the year prior to entry.

Year 7 entry

Applications can be submitted from birth for enrolment in your child's entry into Year 7. Priority is given to the College's feeder primary schools (as per Enrolment Criteria #2 below). Interviews will take place in April, three years prior to entry (Year 4 of the enrolling child).

Entry to all other year levels

Applications can be submitted from birth, and an interview arranged when a place becomes available.

Supporting documentation required for all applications:

Essential

- Australian/New Zealand Birth Certificate or Australian/New Zealand Passport
- Catholic Baptismal Certificate (if baptised)
- Principal's Reference from current school (template for forwarding to child's current Principal supplied via email upon online application completion)
- Latest School Report (as applicable)
- Years 3, 5, 7 and 9 NAPLAN Test Results (as applicable)
- Additional Information Permission Form (supplied via email upon online application completion)
- \$75 Application fee (payment link supplied via email upon online application completion)

Necessary, if relevant

- Australian Citizenship Documentation (if both parents are born overseas)
 - Current Visa
 - Current Passport
- Current / Previous School Transfer Form
- Any medical or learning reports
- Legal Documentation, Medical Action Plan and Student Specialist Assessments

Where circumstances prevent supplying documents above, please contact the College to discuss.

2. Assessment of Application

Applications will be assessed, and an interview arranged where possible with a member of the College Senior Leadership Team and the availability of vacancies within the College. Successful applicants will be contacted and offered a place at the College upon successful interview.

3. Confirmation of Enrolment

A 'Confirmation of Enrolment' form will accompany the offer of a place and must be completed by both Legal Guardians, the student, and returned to the College by the date advised in order to secure a place at the College.

Enrolment will depend on the student and family (both Legal Guardians) signing the form and continuing to abide by and support the principles and ethos of Assisi Catholic College. The Confirmation of Enrolment form must reflect the signature of **both** Legal Guardians as noted on the student's birth certificate. If there is another Legal Guardian for this student, the relevant Court documents must be presented to the College to support transfer of guardianship where applicable. Unless all Legal Guardians sign the 'Confirmation of Enrolment' form, additional information must be supplied in writing to the Principal explaining why all signatures are not included.

A non-refundable enrolment confirmation fee of \$300 per student (new families) or \$100 (subsequent child in a current family) is also payable at this time.

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.

In the determination of enrolment, preference will be given in the following priority order:-

- Criterion 1** Baptised Catholic siblings of current students
- Criterion 2** Baptised Catholic students – preference given to students from Jubilee Primary School (Pacific Pines) St Francis Xavier Catholic Primary School (Runaway Bay) and Mother Teresa Catholic Primary School (Ormeau) providing enrolment is finalised 3 years in advance of entry – application received, interview attended, and offer made and accepted.
- Criterion 3** Siblings of current students
- Criterion 4** Students from other faith traditions whose families demonstrate that they share the expressed values of Assisi Catholic College

Date of receipt of application fee is used if all other priorities and factors prove equal.

Sibling Enrolments

It is the parents' responsibility that for each new potential student (sibling), they must submit a separate online Application for Enrolment form. This is the first step in the enrolment process and families are cautioned that whilst siblings are given priority enrolment consideration (as per Criterion 1 and Criterion 3 above) they are not guaranteed a place within the College. Please note that waiting lists are being experienced across many year levels and early submission of Applications is encouraged for consideration in future years.

Students with Special Educational Needs

Assisi Catholic College welcomes children who have special learning needs. Our enrolment processes for students with special needs follow the *Enrolment Application and Support Procedures for Students requiring Educational Adjustments* of Brisbane Catholic Education. The application will, in the first instance, be considered according to the enrolment process and criteria outlined above. In addition, an enrolment support process examining the physical, human, curriculum and financial resources of the College and the needs of the student, will be undertaken.

Non-disclosure of known special needs may have significant implications for the ongoing support of a student seeking enrolment and may result in the cancellation of the enrolment process or termination of an enrolment.

Conditions of Enrolment

Ongoing enrolment, once students have commenced at Assisi Catholic College, is contingent on the demonstrated support by both the students and parents/caregivers for Assisi Catholic College's values, policies and procedures, and the maintenance of diligent application by the student in all aspects of their studies program. Students are required to participate in the Religious Education and other related programs of the College, including attendance at liturgical experiences and celebrations that may be organised from time to time and compulsory retreats and camps.

Students enrolled accept the rules of the College and parents/caregivers cooperate with College staff in implementing the Student Behaviour Support for Learning Plan. This document is available to parents on the College website and Parent Portal.

Parents/caregivers undertake to meet financial responsibilities by paying Fees and Levies as outlined in Assisi Catholic College's Fees and Levies Policy.

All Applications must be accompanied by a copy of the essential and necessary documents as stated above. Original birth certificates

An Application Fee of \$75 per student is to be paid on application. Payment of the Application Fee is non-refundable and does not guarantee enrolment or the opportunity for an interview.

An Enrolment Fee of \$300 per student (new families) or \$100 per student (subsequent child in a current family) is required to confirm acceptance of a place at Assisi Catholic College. This fee is non-refundable.

Enrolment may be refused or withdrawn if the student or the Legal Guardians reject the College's Catholic values or standards of behaviour.

Enrolment Cancellation

Notification of a student leaving the College should be forwarded by completing an 'Exiting Student Form' (available from the Parent Portal) or providing written advice such as an email addressed to the Principal through the College's email address detailing the final enrolment day and a forwarding address.

Outstanding fees must be settled by the student's last day at school and any textbook hire materials and library books returned.

References

Brisbane Catholic Education Policies:

- Enrolment of Students
- Financial Accessibility of Catholic Education Schools Policy
- Student Behaviour Support Guidelines, Regulations, and Procedures
- Students with Disabilities Policy
- Enrolment Application Support Procedures for Students requiring Significant Educational Adjustments
- QCEC Inclusive practices in Catholic Schools in Queensland
- Students who are at the Margins of Society and/or Out-of-Home Policy