Enrolment Policy

Rationale:
There is a need for a policy which clearly sets out the order of enrolment and the conditions under which a typical enrolment will occur. It is quite possible that applications for positions will exceed the vacancies and hence there needs to be a fair, consistent approach to deciding the order in which places will be offered.

Aims:
The aims of the Enrolment Policy are to establish procedures which:
• are fair, consistent and in accordance with Brisbane Catholic Education Policy and applicable state and federal laws
• cater for non-Catholic applicants as well as Catholic
• deal with most eventualities
• allow the Principal or his delegate to cater for special circumstances

Guidelines and Implementation
Enrolment should be applied for by parents when the child is in Year 5.

Enrolment interviews will normally be carried out in Semester 1 of the year your child is in Year 5.

Only parents of students who have a chance of being accepted will be interviewed.

Students who have special needs may be asked to have a follow up interview with the relevant consultants to ascertain the nature of these needs and the support required. Some students may be placed on a probationary contract.

Parents must make full disclosure of any areas of concern with regards to their child's learning at the Enrolment interview. Failure to do so may result in the student's enrolment being terminated.

Non-Catholic parents must agree to their children being involved in the religious education and faith development aspects of the College's curriculum before their child can be accepted.
After a student is accepted in the College the expectation is that the general levy for the student should be paid within 2 months of acceptance to finalise the enrolment procedure.

Students will be accepted for enrolment according to the Enrolment Priority Listing. However, the final enrolment decision rests with the Principal.

Students from a variety of faith backgrounds acceptable, yet preference is given to Catholic children.

**All parents will be given a copy of the following:**

- Mission Statement
- Curriculum Outline
- Code of Behaviour
- Contract of Enrolment (to be signed by all parties)
- Uniform List (with prices and order form)
- Schedule of Fees and charges
- Current School Brochure

No Catholic student will be excluded because of inability to pay full fees. Concessions must be negotiated on an annual basis with the Principal.