

ENROLMENT POLICY



1 Rationale

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

- develop and implement a step-by-step application and enrolment process which provides a transparent and consistent reference point both to those seeking enrolment and those responsible for enrolment at the College.
- facilitate consistency of approach and process.

2 Application

This policy covers all those seeking enrolment at St Joseph's College, Gregory Terrace. The College is owned by the Trustees of the Christian Brothers to provide a Catholic education in the tradition of their founder, Blessed Edmund Rice, for the young men in its care.

This policy provides processes and guidelines to support the enrolment processes at Terrace.

3 Guiding Principles

In line with gospel values, Church teaching and the tradition of our founder, Blessed Edmund Rice, this enrolment policy is developed to reflect the following principles:

- A deep concern for the education of the minds and hearts of the young.
- A Catholic School in the Edmund Rice tradition stands in solidarity with those who are poor and marginalized. As a practical expression of this solidarity, a Catholic school strives to provide access to those who otherwise would not seek enrolment (*The Charter*, p.10).
- The acknowledgement that parents are significant stakeholders in the enrolment process of each College (based on *The Charter*, p.8).
- A Catholic School in the Edmund Rice tradition will act justly. This is reflected consistently in its structures and processes (*The Charter*, p.10).
- A Catholic School in the Edmund Rice tradition manages and uses its resources equitably in the best interests of its current and future community, always conscious of the wider community in which it is situated. (*The Charter*, p.11).
- A Catholic School in the Edmund Rice tradition is sensitive to the economic situation of each of its families (*The Charter*, p.11).

4 Obligations

LEGAL – as required by:

- The Education (Accreditation of Non-Government Schools) Act (2001)
- The Privacy Act (2000)
- The Anti-Discrimination Act (1991) and amendments
- Contract Law

OTHER – alignment with the policies outlined in:

- *The Charter*, Edmund Rice Education Australia, March 2004

- The Catholic School on the Threshold of The Third Millennium, Congregation for Catholic Education, Strathfield: St Paul's Publications, 1998
- Commonwealth and State funding programs for non-government schools

5 Edmund Rice Ethos

The cultural characteristics of an Edmund Rice Education are contained within *The Charter* which can be found at the following website:

<http://www.erea.edu.au/about-us/the-charter>

The Charter is further developed in the College Mission Statement which reads:

We, the students, staff and parents of St Joseph's College, Gregory Terrace, form the 'Terrace Family' centred on the Gospel of Jesus and the charism of Blessed Edmund Rice.

We seek excellence in teaching and learning, with a commitment to curriculum, academic challenge and renewal.

We seek to instil a spirit of service in the context of Catholic values with a strong and principled commitment to the poor and marginalised.

We seek opportunities in partnership with others to develop right relationships that respect the dignity of each person.

As the Terrace Family, we commit our energies to forming young men of faith and learning who will make a difference.

6 Policy Statement

The Trustees of the Christian Brothers are committed to providing Catholic education in the Edmund Rice tradition. Terrace is open to all those who share the values of Edmund Rice Education. The enrolment process ensures that consideration is given to the poor and marginalized and that the school community will reflect a diversity within the student population.

The College has developed an enrolment process in response to the following criteria:

- is transparent, fair and based on selection criteria guided by the Edmund Rice Ethos and giving priority to baptized Catholics.
- uses its resources justly and equitably to ensure a diverse student population, and
- meets funding and legislative requirements.

7 Definitions

In this policy, the following terms are defined as:

Catholic Tradition refers to the richness of Catholic ritual, teachings and wisdom which form the school.

Edmund Rice Ethos means an ethos that is based on a respect for the dignity of each person, the development of right relationships, and a commitment to the poor and the marginalized. This ethos is derived from the charism of the Founder of the Christian Brothers, Edmund Rice.

Parent is the legal guardian of a child under eighteen years, and includes step-parents and carers.

Application Form is a form to be completed by parents expressing an interest in enrolling their son. The Application Form is accompanied by a non-refundable administrative fee. Lodgment of an application is not a guarantee of enrolment.

Enrolment Acceptance Form is a form to be completed by parents signifying their acceptance of the College's offer of placement for their son. This form is usually accompanied by an Enrolment Bond which is refunded in full at the conclusion of their son's enrolment at the College provided no miscellaneous fees and charges remain on the school fee account.

Enrolment Process includes three steps that are taken to enrol a student in the College. The three steps are Initial Enquiry and Application, Selection/Non-Selection and Placement/Acceptance.

Enrolment Contract means a contract binding on both parties. An Enrolment Contract is required to be signed by parents and the enrolling student signifying acceptance of the College's policies, rules, code of behaviour, etc. This Enrolment Contract is required to be signed at the time of offer/acceptance of place.

Scholastic Testing is a test or number of tests associated with enrolment to determine support needs or extension programs for newly-enrolled students. It is administered only after enrolment.

8 Selection Criteria

St Joseph's College, Gregory Terrace welcomes applications from prospective students where families are supportive of the objectives and methods of the College and whose spiritual and educational aspirations are able to be reasonably met.

- a) All offers are made at the discretion of the College Principal. The Principal will need to be satisfied, on the basis of advice, collected information and the Principal's judgment that there is reasonable expectation that an applicant is ready to benefit from the educational programs and structures of the College.
- b) Consideration is given primarily to baptised Catholic students attending Catholic schools and to baptised Catholics in non-Catholic schools. Active participation in the life of the Catholic Church will be given favourable consideration.
- c) The College will also give consideration to students from other faith traditions who support Catholic education and the Edmund Rice tradition.
- d) Applicants who have members of their immediate family as present or past students of the College or who are active in their association with the Christian Brothers or the College will be favourably considered when their application is lodged with an appropriate lead time.
- e) The College seeks to reflect a diversity in the composition of the student population.
- f) Enrolment is always dependent on there being available places.
- g) Students are normally only accepted as a student if they reside with and are in the direct care of the parent or the legally recognised guardian.

9 Procedures

The Trustees of the Christian Brothers have delegated to the College Principal responsibility for:

- Ensuing that the annual intake of new students reflects the desired diversity of the population and reflects the diversity of the College community.
- Ensuring the enrolment process is documented and published by the College community.
- Ensuring all persons involved in the enrolment process are trained to be conversant with the policy and documentation.
- Making all offers of place.

10 Implementation of Enrolment Process

The College will acknowledge all enquiries in the most appropriate and timely manner according to its documented procedure

11 The Enrolment Process

11.1 Enrolment Process Year 5 Entry

The enrolment process for **Year 5** entry has three steps:

Step One – Initial Enquiry and Application

- An application for Enrolment can be made from the time of birth or at any time afterwards. Application is made online via the College website, www.terrace.qld.edu.au . It is the parents' responsibility to keep the College informed of changes of address at all times.
- The Application Form seeks student information, close connections to the College and family information. All applications for enrolment require an accompanying non-refundable Application Fee.
- Once the online application is completed, a receipt and acknowledgement will be sent via return email and the student information is entered on the College's database.

Step Two - Pre-enrolment Process

- Approximately eighteen months prior to anticipated entry, all families who have completed an Application Form for enrolment are contacted by the College Registrar and are advised of the pre-enrolment process. At this stage, further documentation is sought.
- On receipt of the information required by the College to commence the pre-enrolment process, the documentation is checked for completion, and is appended to the applicant's file.

- Failure to respond to the request for further documentation, or submission of incomplete documentation by the due date, may result in the College not being able to offer a place at the Year 5 level.

Step Three – Placement/Acceptance

- The Principal through the College Registrar informs the parents/guardians of the applicant's offer of enrolment, in writing.
- To signify their acceptance of the College's offer of place, parents/guardians are asked to complete and sign the Enrolment Acceptance Form and Student Information Form. Parents/guardians and the applicant also sign one copy of the Student Enrolment Contract (one copy is retained by the parents/guardians for their records and one is returned to the College). All of the above forms are then returned to the College Registrar by the due date in the offer letter.
- An Enrolment Bond is required to accompany the enrolment confirmation documents.
- If no offer of placement is made the parents/guardians will be informed in writing and will be advised that the candidate's application for enrolment will be transferred to the Year 7 Application List.

11.2 Enrolment Process Year 7 Entry

The enrolment process for **Year 7** entry has three steps:

Step One – Initial Enquiry and Application

(As for Year 5 entry above).

Step Two - Enrolment Process

- Approximately three years prior to anticipated entry, all those with an application for enrolment are contacted by the College Registrar and are invited to attend an enrolment interview at the College.
- Parents are asked to provide further documentation in support of the candidate's application. The College requires that parents make full and frank disclosure when completing enrolment forms. Failure to do so may result in the cancellation of an enrolment.
- Interviews will be conducted with the College Principal or his delegate.
- Failure either to provide the required documentation or to attend the enrolment interview may result in the College not being able to offer placement to the candidate.

Step Three – Placement/Acceptance

- The Principal through the College Registrar informs the parents of the applicant's offer of enrolment, in writing.

- To signify their acceptance of the College's offer of place, parents are asked to complete and sign the Enrolment Acceptance and Student Information Forms. Parents and the applicant also sign one copy of the Enrolment Contract (one copy is retained by the parents/guardians for their records and one is returned to the College). All of the above forms are then returned to the College Registrar by the due date in the offer letter.
- An Enrolment Bond is required to accompany the enrolment confirmation documents.
- If no offer of placement is made the parents/guardians will be informed in writing.
- Soon after your son commences you will receive an invitation to attend a Principal's Reception, which is a small gathering where the College Principal will share information about the next stages of the College's development.

Additional College Policies

Students and parents are required under the Enrolment Contract to abide by and support College policies.

The College Registrar is pleased to advise on all enrolment enquiries.

Responsible Officer	College Registrar	
Review	Annually	
Approval	Version	Approval Date
College Principal	1.0	November 2017