



## Enrolment Policy

We welcome students whose family demonstrate that they share the expressed values of the College and who are willing to support and contribute to the College's vision and ethos.

When enrolling students, priority is given to those who are baptised Catholic. Enrolment of students of other faith traditions may also be considered while ensuring the authentic Catholic identity of the College community is maintained.

### Rationale

St Benedict's College is a co-educational Catholic Secondary College administered by and operating under the policies of Brisbane Catholic Education. As we are co-located with St Benedict's Catholic Primary School there is a close association between the two educational communities. This relationship extends to include enrolment considerations for families. Offers of enrolment may be affected by a number of considerations including class sizes, curriculum and staff availability, pastoral needs of students and families, composition of classes and physical accommodation available.

### Values

Taking the Gospel as our guide, this policy is guided by principles of justice and equity that support the Catholic ethos and vision of the College. Recognising the presence of God in each of us, the College strives to be respectful of and responsive to the diverse needs of students for whom enrolment is sought.

### Commitment

St Benedict's College is committed to providing high quality contemporary education in a Christian context. The College supports and encourages all students to become successful learners, confident and creative individuals and active and informed citizens, fully enabled to contribute to the life of their faith community and society.

The College expects parents and students to:

- Share in the expressed values of the College
- Contribute positively and actively to enhance the spiritual life of the College
- Commit to and support the religious life of the College
- Participate in and contribute to the achievement of the College mission

As partners in the College's educational enterprise, parents are asked to demonstrate engagement with their student's learning and show an understanding of student's strengths, weaknesses and abilities. In the case of behavioural issues or learning support, parents are asked to show active partnership in supporting the plans for students' growth and development.

In support of families a concession policy will be applied in cases of demonstrated hardship.

## Enrolment Decisions

Enrolment decisions are made by the Principal, taking into account the needs of each student, place availability and any exceptional circumstances. Where demands for enrolment exceed capacity, priority for enrolment is given to:

- Siblings of a student who currently attends
- Students who are baptised Catholic and who attend St Benedict's Catholic Primary School
- Students who are baptised Catholic and who attend Catholic schools in the region
- Students who are baptised Catholic and attend other primary schools in the region
- Students from other faith traditions who demonstrate that they share the expressed values of the College and who are willing to support and contribute to the College's vision and ethos.

The Principal may include the following as further considerations when making a decision to offer a position:

- The College's capacity to cater for the talents and needs of individual students
- The availability of places in a cohort when considering current and future needs of the cohort
- Whether a prospective student requires significant or extensive educational adjustments, and if the College is adequately equipped to cater for these needs.

Once an interview has taken place and an offer of a place has been made, families will usually have one month to confirm their acceptance of the offer. At this stage of the enrolment process, you will be required to complete a Confirmation of Enrolment form and submit this with the non-refundable enrolment confirmation fee.

## Enrolment Procedures

### When to Enrol

Parents wishing to enrol their child at St Benedict's College will need to complete an Enrolment Application form and submit this along with the required enrolment application fee and all supporting documentation.

Enrolments are generally accepted from students in Year 4, however can be made at any time. To avoid disappointment and to ensure a place, parents are encouraged to enrol their child at least three years prior to the year of enrolment.

### Closing dates for enrolment:

Year 7 2022 – 30 June 2020

Year 7 2023 – 30 June 2021

Year 7 2024 – 30 June 2022

Year 7 2025 – 30 June 2023

Enrolment applications are welcomed after these cut off dates and will be placed on a waiting list. As places become available they will then be processed according to the bullet pointed list in the *Enrolment Decisions* section of this document.

## Interview Process

Interviews are generally held in blocks of time during the year and appointments will be scheduled for a mutually convenient time. Interviews take place up to three years prior to the year of enrolment.

The interview process gathers information regarding:

- Willingness to support the values and ethos of the College
- Current levels of church attendance and participation in parish life
- Current levels of participation in school/local community activities
- Parental expectations/goals for their child
- Student's participation in current school, progress to date and other relevant data which will provide information on the student's learning needs

## Conditions of Enrolment

Enrolment of a student who requires significant educational adjustments will follow guidelines set down by Brisbane Catholic Education in the Enrolment Application and Support Process (EASP). It is the responsibility of parents/caregivers to disclose all relevant information regarding a child's special needs at the time of making an application for enrolment.

*Non-disclosure of any information relevant to the application for enrolment may result in discontinuation of the enrolment process or withdrawal of a student's enrolment.*

In accepting an offer of enrolment, parents/caregivers agree to commit to working in partnership with the College for the benefit of their child. There is an expectation of ongoing support and for commitment to:

- Education in the Catholic Christian tradition and religious practices of the College
- Engagement in learning processes where students are challenged to do their best
- The College's Code of Conduct for student and parent/caregiver behaviour
- Meeting financial obligations towards school fees and levies
- All College policies, rules and procedures
- Regular, full attendance, and participation in school-based activities to the best of their child's ability (e.g., classes, retreats, camps, carnivals, whole College/year level events)