



## 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.

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. Offers of enrolment may be affected by several 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 cases of demonstrated hardship, a concession policy will be applied in support of families.

# 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, parents are encouraged to enrol their child at least three years prior to the year of enrolment.

Closing dates are advertised on the College Website and are typically two years prior to the year of enrolment.

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.

## Educational Supports

BCE welcomes students from diverse backgrounds and with diverse needs in accordance with both legislation (Disability Discrimination Act; Anti-Discrimination Act) and BCE policy (Student Diversity and Inclusion Policy).

The Enrolment Application and Support Process (EASP) ensures that students with disability are afforded access to and participation in education on the same basis as other students and that thorough planning for successful transition to school, and support at school can occur. This process is commenced at the discretion of the Principal and managed by a member of the Learning Enhancement Team. Due to the thorough nature of gathering information through consultation with the family and other supports and the preparation of appropriate recommendations, this process takes more time to complete.

## 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 two years prior to the year of enrolment.

The interview process gathers information regarding:

- Willingness to support the values and ethos of the College
- Student's participation in their current school
- Student's learning progress to date and other relevant data which will provide information on the student's learning needs

Once an interview has taken place, the application is considered following BCE Enrolment Guidelines.

If an offer of a place has been made, families will usually have ten days 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 Decisions

Each application is considered on its own merits. With priority normally given to:

- Siblings of a student who currently attends;
- Students who are baptised Catholic and who attend a BCE Catholic Primary or secondary school;
- Students who are baptised Catholic and who attend a Catholic school or College;
- Students who are baptised Catholic
- 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.

A process of discernment regarding the offer of enrolment is made by the Principal, this also includes:

- 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
- Any outstanding debt (not associated with hardship) at a BCE school or College

## 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)