



ALL HALLOWS' SCHOOL

A Ministry of Mercy Partners

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All Hallows' School

Enrolment Procedures

May 2020

Enrolment Process

The enrolment process for Year 5 and Year 7 entry has three steps:

Step One – Initial Enquiry and Application

- An online Application for Enrolment, which can be completed from the year a student commences Prep, is completed. The form can be accessed by clicking [here](#)
- The enrolment fee is paid as part of the online Application for Enrolment process. This fee is non-refundable;
- A confirmation email and application fee receipt are sent to all online applicants;
- Places are offered at All Hallows' School according to the Policy on Enrolment.

Step Two - Pre-enrolment Process

- When students are in Year 3 (at the end of Term 3), current applicants are contacted by the School and are advised of the pre-enrolment process;
- At this time, additional documentation is requested and must be returned to the School in Term 4 when the students are in Year 3;
- Failure to respond to the request for further documentation, or submission of incomplete documentation by the due date, may result in the School not being able to offer a place or cancellation of the Application for Enrolment;
- It is the parents/caregivers responsibility to keep the School informed of changes of details at all times.

Step Three – Offer/Acceptance

- The Principal is responsible for all enrolment decisions in line with the Policy on Enrolment;
- An Offer of Enrolment for Year 5 or Year 7 is made, in writing, in Term 1 when the student is in Year 4;
- Where the School was not able to offer a place to a Year 5 applicant, the candidate's Application for Enrolment is automatically transferred to Year 7;
- To signify their acceptance of the School's offer of a place, parents/caregivers must complete the All Hallows' School Confirmation of Enrolment form (Enrolment Contract) and pay the non-refundable Confirmation of Enrolment fee by the due date;
- Additionally, for students with a sibling as a current enrolled student, the family's School fee account is to be current without an outstanding balance. For all Offers of Enrolment, a demonstrated capacity to meet the School Fee obligations must be evident.

Wait List Management

- Where the School is not able offer a place in Year 7, the parents/caregivers will be informed in writing. All unsuccessful applicants will be invited to be placed on the Wait List;
- Applicants placed on the Wait List will remain on the Wait List until notification is received from a parent/caregiver to remove the applicant from the Wait List;
- In Term 2 when the applicants are in Year 6, additional places may become available for Year 7 entry. Cancelled confirmed enrolment places will be re-offered to applicants on the Wait List in line with the Policy on Enrolment;
- Special consideration will be given to the daughters of families transferring from interstate or overseas and from other Mercy or Catholic schools and colleges.

Enrolment Steps for entry other than Years 5 and 7

Enrolment of students in year levels other than Years 5 or 7 is dependent upon places being available.

Enrolment for students wishing to join the relevant cohort at any time after the beginning of Years 5 or 7 is conducted as follows:

- Parents/caregivers must complete and return a signed Application for Enrolment including all requested documentation and pay the non-refundable application fee;
- Parents/caregivers must provide a copy of the student's most recent School Report with the Enrolment Application;
- The School reserves the right to contact a prospective student's past school to complete a financial and pastoral care check if deemed appropriate;
- The student(s) and parents/caregivers are required to attend an interview with the Principal or her delegate;
- The Offer of Enrolment to any year level other than the beginning of Years 5 or 7 is made post-interview at the discretion of the Principal;
- All Offers of Enrolment will be confirmed in writing with a formal letter of offer;
- To accept an Offer of Enrolment parents/caregivers must complete and return a signed All Hallows' School Confirmation of Enrolment form (Enrolment Contract) and pay the non-refundable Confirmation of Enrolment fee by the due date.

Enrolment Procedures

It is important to note the following:

- Completion of an Application for Enrolment does not constitute an Offer of Enrolment;
- The School reserves the right to rescind an Offer of Enrolment if requested information is withheld or not disclosed;
- The Principal reserves the right to rescind an Offer of Enrolment if the applicant's contact information is not kept up-to-date and attempts by the School to contact a parent/caregiver are unsuccessful;
- All Hallows' School will not be involved in any family matters and will not act as a mediator between parents/caregivers in relation to the enrolment process. It is the School's assumption and understanding that prior to submitting an Application for Enrolment, all parents/caregivers are in agreement to the Application for Enrolment of their daughter;
- Notification in writing to the Enrolments Registrar, signed by all signatories, is required to cancel an Application for Enrolment or an Offer of Enrolment.