



1. Preamble

Mt St Michael's College ("College") is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries' mission, vision and values of justice, love, compassion and hope.

In responding to this call the College is a Christ-centred community established to educate, in partnership with parents and carers, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

2. Purpose

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

- provide a transparent reference point to those seeking enrolment and those responsible for enrolment at the College; and
- facilitate consistency of approach and process.

3. Application

The first step in the enrolment process is to complete an 'Application for Enrolment' form when the applicant is in

Year 3 and submit it to the College together with supporting documentation and a non-refundable Application Fee.

Each year, after the closing date for enrolments, applications will be assessed, and successful applicants will be contacted and offered a place at the College. An 'Enrolment Acceptance Contract' will accompany this offer and must be completed, signed and returned to the College by the date advised in order to secure a place at the College. A non-refundable Confirmation Fee is also payable at this time.

In the year prior to commencement at the College, families are required to pay a non-refundable Commitment Fee of \$1,000 which is off-set against Term 1 school fees.

4. Guiding Principles

Mt St Michael's College is a Catholic College for girls operating within the educational philosophy of Mary Aikenhead

Ministries and the Philosophy and Practice statement of Mt St Michael's College. In the spirit of the College's Mission Statement, the College:

- 4.1 is committed to providing a holistic education that supports students to pursue

personal excellence in spiritual, academic, social, cultural and physical domains;

- 4.2 is responsive to the diverse needs of students. In keeping with the mission of the Sisters of Charity, the College will give special consideration to the enrolment of students who are themselves and/or whose parents/caregivers are materially, socially, spiritually, physically or emotionally disadvantaged; and
- 4.3 is committed to securing and using resources to provide a quality education for all students noting that students whose needs require additional services and facilities will be accommodated only if these can be provided reasonably within the resources available to the College and subject to the Principal's sole discretion.

5. Enrolment Criteria

The enrolment process at Mt St Michael's College operates within the framework of the Enrolment of Students Policy

endorsed by the Archdiocese of Brisbane - Catholic Education Council (July 2012) which states:

“When enrolling students schools give priority to those who are baptised Catholic. Schools may also enrol students from other faith traditions whose families demonstrate that they share the expressed values of the school and who are willing to support and contribute to the school's vision and ethos.”

- Priority is given to those applicants who are baptised Catholic.
- Applicants who have immediate family as present or past students, and are active in their association with the College will be favourably considered when their application is lodged by the due date.
- Consideration is given to those applicants baptised in another faith whose families have shown a commitment to the Catholic faith.
- Enrolment is always dependent on there being available places and completed applications being lodged by the published due date.
- Where all other priorities and factors prove equal, date of receipt of applications may be taken into account.
- Continuation of enrolment at the College from year to year is dependent on both the student and her parents/caregivers demonstrated support of the College's values, the student's diligent application in all respects of her studies and compliance with the Student Responsible Behaviour Policy, the College Fee Policy and all other relevant policies which may be in place at the relevant time.

All offers are made at the discretion of the Principal. The final decision of an offer of enrolment rests with the Principal.

6. Students with special needs

The College may provide learning assistance to students with special needs who require extra services and facilities if

these can be provided without causing the College unjustifiable hardship. Deliberate non-disclosure of known special needs of a student seeking enrolment may jeopardise a student's application and ultimately result in the cancellation of the enrolment process.

In giving consideration to the enrolment of a student who has special needs, the Principal will:

- In the first instance, consider the application in accordance with the Enrolment Policy;
- Thereafter, undertake an enrolment support process to examine the physical, human, curriculum and financial resources of the College and the needs of the student; and
- Communicate the enrolment decision to the parents/caregivers.

7. Responsibilities

The College Board has delegated responsibility for:

- 7.1 ensuring the Enrolment Policy and enrolment process is developed, documented and published to the College and wider community;
- 7.2 approving the College Enrolment Policy, enrolment process and fee structure; and
- 7.3 critiquing and determining the composition of the College’s student population to ensure compliance with this Policy.

The Principal has delegated responsibility for:

- 7.4 ensuring that the annual intake of new students reflects the processes outlined above;
- 7.5 ensuring that all persons involved in the enrolment process are trained to be conversant with the Enrolment Policy;
- 7.6 ensuring that a regular enrolment report is prepared and presented to the College Board; and
- 7.7 making decisions related to enrolment offers in his or her sole discretion.

8. Document management and control

This policy will be reviewed every three years or as otherwise required by law.

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