

# ENROLMENT POLICY



## 1 Rationale

The Enrolment Policy provides a transparent and consistent reference point both to those seeking enrolment and those responsible for enrolment at the College, ensuring consistency of approach and process.

## 2 Application

This policy covers all those seeking enrolment at St Joseph's College, Gregory Terrace. The College is governed by the Trustees of Edmund Rice Education Australia 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 (2017)
- 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 2019
- *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 both the College Vision and Mission Statements:

### Our Vision

*As a Catholic School in the Edmund Rice Tradition we inspire young men in their lifelong pursuit of knowledge, humility and wisdom through a liberating Catholic education that is informed by the life of Blessed Edmund Rice.*

### Our Mission

*As a Catholic School in the Edmund Rice tradition we commit to the formation and education of young men who will make a difference through service of God, the community and each other.*

The Trustees of Edmund Rice Education Australia 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 baptised Catholics.
- uses its resources justly and equitably to ensure a diverse student population, and
- meets funding and legislative requirements.

## 6 Definitions

In this policy, the following terms are defined as:

**Application Form** is a form to be completed by parents applying for enrolment for a student. The Application Form is accompanied by payment of a **non-refundable** application fee. Lodgement of an application is not a guarantee that an enrolment offer will be made.

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

**Edmund Rice Bursary** refers to a financially supported pathway for enrolment available to qualified students for entry into Year 7 to 10.

**Enrolment Acceptance Documents** comprise a suite of documents which are completed and signed by parents signifying acceptance of the College's offer of enrolment.

**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.

**Enrolment Confirmation Fee** is a singular, **non-refundable** payment made to secure a specific place of enrolment. At the conclusion of a student's enrolment at the College, a nominated

percentage of this fee is paid by the College to provide the student with life membership of the Gregory Terrace Old Boys' Association.

**Enrolment Process** includes three steps that are taken to enrol a student at the College. The three steps are; Initial Application, Selection Process and Enrolment Offer/Acceptance.

**Enrolment Agreement** means a contract binding upon all parties. An Enrolment Agreement is signed by parents signifying acceptance of the College's policies, financial considerations, rules, codes of behaviour, et al. In the case of Merit Entry, the contract will also include a commitment by the student to their respective field of achievement and priority of school participation over external events. This Enrolment Agreement is signed at the time of acceptance of a place of enrolment and forms part of the suite of enrolment acceptance documents.

**Parent(s)** is/are the legal guardian(s) of a child under eighteen years. This can include step-parents, grandparents and other carers, if they are legally recognised as guardians of the applicant.

**Merit Entry** refers to a pathway available for enrolment at Terrace for entry into Years 7 to 10. It provides an accelerated enrolment opportunity for students who excel in the areas of Academia, Culture or Sport.

**Scholastic Testing** is a test or number of tests undertaken by a newly enrolled student to identify support requirements and/or participation in extension programs. Testing is undertaken *after* enrolment.

## 7 Selection

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 may reasonably be 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 to baptised Catholic students attending Catholic schools and to baptised Catholics in non-Catholic schools. Applicant families who actively participate in the life of the Catholic Church are given favourable consideration.
- c) The College also gives consideration to students from other faith traditions who are demonstrably supportive of Catholic education and the Edmund Rice tradition.
- d) Weight is given to applicants who have members of their immediate family (including uncles) as present or past students of the College and/or who are active in their association with the Christian Brothers or the College.
- e) The College seeks to reflect a diversity in the composition of the student population.
- f) An offer of enrolment is always dependent upon there being an available place.
- g) Applicants are only accepted if they reside with and are in the direct care of their parent(s) or legally recognised guardian(s).

- h) The College is unable to accept the enrolment of students born overseas who do not hold Australian citizenship or the appropriate Australian residency Visa, and the ability to provide documentation of same.

## 8 Procedures

The Trustees of Edmund Rice Education Australia have delegated to the College Principal responsibility for:

- Ensuring 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, published and available to both the College community and the community at large.
- Ensuring all persons involved in the enrolment process are conversant with associated policies and documentation.
- Making each offer of a place of enrolment.

## 9 Implementation of Enrolment Process

The College acknowledges enrolment enquiries in an appropriate and timely manner according to documented procedure.

## 10 The Enrolment Process

### 10.1 Enrolment Process Year 5 Entry

The enrolment process for Year 5 entry has three steps:

#### Step One - Initial Application

- An Application for Enrolment can be made from birth. Application is made online via the College website, [www.terrace.qld.edu.au](http://www.terrace.qld.edu.au). It is the responsibility of the applicant's parents to keep the College informed of changes of address and/or contact details.
- The Application Form seeks student information, close connections to the College and other applicable family information. All applications for enrolment require payment of a non-refundable Application Fee.
- Once the online application is completed, a receipt for payment of the application fee and acknowledgement is generated and the applicant information is downloaded to the College's enrolment application database.

#### Step Two - Pre-enrolment Process

- Approximately eighteen months prior to anticipated entry, all families who have completed an Application for Enrolment are contacted by the College Enrolments Office and are advised of the pre-enrolment process. At this stage, further documentation is sought.
- On receipt of the information requested to commence the pre-enrolment consideration process, documentation is checked for accuracy/completion, and is then appended to the

applicant's file. When completing these forms and providing requested information, families should make full and frank disclosure. Failure to do so may result in the cancellation of an enrolment.

- Failure to respond to the request(s) for further documentation, submission of incomplete documentation or submission of documentation after the due date (without prior arrangement) will result in the College being unable to further progress the application.

### Step Three - Placement/Acceptance

- The Principal, through the College Enrolments Office, informs parents of the applicant's offer of enrolment, in writing.
- To signify acceptance of the College's offer of a place of enrolment, parents complete and sign the Enrolment Acceptance form, the Student Information form and the Enrolment Agreement form. The Student Conduct Contract Form is signed by both the student and parents. These completed documents should be received by the College Enrolments Office by the due date, as indicated in the letter of offer. Families should retain copies of all documents for their own records.
- Payment of the **non-refundable** Enrolment Confirmation Fee is also required at the time of acceptance and should be received by the College Enrolments Office by the due date, as indicated in the letter of offer.
- Failure to return correctly completed and signed acceptance documents and remit the Enrolment Confirmation Fee by the due date (or without prior arrangement) will result in the withdrawal of the offer of enrolment.
- Families acknowledge that an offer of enrolment is singular and accepting it guarantees that specified place of enrolment; that is, offers are not transferable or deferrable.
- Once an offer is accepted, parents will receive a receipt for payment of the Enrolment Confirmation Fee which signifies the place of enrolment is confirmed.
- If no offer of enrolment for Year 5 is made, parents will be informed in writing and advised that the candidate's application for enrolment will be transferred to the applicable Year 7 intake process. Parents need to advise the College in writing if **they do not wish** the application to proceed to the applicable Year 7 intake consideration process.

## 10.2 Enrolment Process Year 7 Entry

The enrolment process for Year 7 entry has three steps:

### Step One - Initial Application

*(As for Year 5 entry, above).*

### Step Two - Pre-Enrolment Process

- Approximately three years prior to anticipated entry year, all families who have completed an Application for Enrolment are contacted by the College Enrolments Office and are advised of the pre-enrolment process. At this stage, further documentation is sought.

- On receipt of the information requested to commence the pre-enrolment consideration process, documentation is checked for accuracy/completion, and is then appended to the applicant's file. When completing these forms and providing requested information, families should make full and frank disclosure. Failure to do so may result in the cancellation of an enrolment.
- Failure to respond to the request(s) for further documentation, submission of incomplete documentation or submission of documentation after the due date (without prior arrangement) will result in the College being unable to progress the application further.

### Step Three - Placement/Acceptance

- The Principal, through the College Enrolments Office informs parents of the applicant's offer of enrolment, in writing.
- To signify acceptance of the College's offer of a place of enrolment, parents complete and sign the Enrolment Acceptance form, the Student Information form and the Enrolment Agreement form. The Student Conduct Contract Form is signed by both the student and parents. These completed documents should be received by the College Enrolments Office by the due date, as indicated in the letter of offer. Families should retain copies of all documents for their own records.
- Payment of the **non-refundable** Enrolment Confirmation Fee is also required at the time of acceptance and should be received by the College Enrolments Office by the due date, as indicated in the letter of offer.
- Failure to return correctly completed and signed acceptance documents and remit the Enrolment Confirmation Fee by the due date (or without prior arrangement) will result in the withdrawal of the offer of enrolment.
- Families acknowledge that an offer of enrolment is singular and accepting it guarantees that specified place of enrolment; that is, offers are not transferable or deferrable.
- Once an offer is accepted, parents will receive a receipt for payment of the Enrolment Confirmation Fee which signifies the place of enrolment is confirmed.
- If no offer of enrolment for Year 7 is made, parents will be informed in writing and advised that the candidate's application for enrolment will be transferred to the waitlist. Parents need to advise the College in writing if **they do not wish** the application to be waitlisted.

## 10.3 Enrolment Process Merit Entry

The enrolment process for **Merit Entry (Sport or Culture)** has three steps:

### Step One - Initial Enquiry and Application

- To apply for a Merit Entry (Sport or Culture) enrolment, parents are to contact the College Enrolments Office and request a Merit Entry Application. The Application seeks student and family information, any connections to the College and additional information supporting the specific merit application.
- The completed application, together with the required additional information, should be returned to the College Enrolments Office.

- The College will contact families soon after an application has been lodged to progress the enrolment process.

## **Step Two - Interview Phase**

### **Phase 1:**

- Once a completed application is received by the College, a discussion between the College Principal, College Enrolments Manager and the Director of Sport or Director of Culture will occur. If the application is considered suitable to move to the next phase, the Director of Sport or the Director of Culture will arrange to meet with the applicant and his family. This meeting is designed to gain a better understanding of the applicant and their family and importantly, demonstrate the significance of a strong partnership between home and school.
- For a Cultural Merit application (musical instrument, vocal et al), an audition will also be required.

### **Phase 2:**

- Upon completing the Phase 1 Interview, the Director of Sport or Director of Culture will make a recommendation as to whether to progress to a formal enrolment interview with the College Principal, the parents and the student.

## **Step 3 - Placement/Acceptance**

- An enrolment offer may only be considered after the completion of a satisfactory interview with the College Principal and discussions with other College personnel such as the Dean of Studies, Director of Sport and Director of Culture.
- The Principal, through the College Enrolments Office, will inform parents of the applicant's formal offer of enrolment, in writing.
- To signify acceptance of the College's offer, parents are asked to complete and sign the Enrolment Acceptance form, Student Information form and the Enrolment Agreement form. If applicable, parents will also sign the Financial Concession Agreement to accept the special terms of Sport or Culture Merit entry. The Student Conduct Contract Form is signed by both the student and parents. These completed documents should be received by the College Enrolments Office by the due date, as indicated in the letter of offer. Families should retain copies of all documents for their own records.

The enrolment process for **Merit Entry (Academic)** has three steps:

### **Step One - Initial Enquiry and Application**

- Applications for Merit Entry (Academic) are accepted for Year 7 entry only. To apply for a Merit Entry (Academic) enrolment, parents are to register the applicant to sit the ACER Co-operative Scholarship Examination in the year prior to applicable entry year (that is, the year the applicant is in Year 6). The examination takes place in February each year and the process is managed externally to the College, by ACER. The link to register applicants to sit the ACER examination is available on the College website. Applicants may sit the examination on campus at the College or at another venue, as managed by ACER.
- The College Enrolments Office monitors applications for Merit Entry (Academic) made through ACER, contacts families who are registered for the test and provides instructions for testing day. The College Enrolments Office communicates again with families following administration of the test and upon receipt of the results matrix.

### **Step Two - Post Examination Review**

- Once results of the ACER Co-operative Scholarship Examination have been received by the College, the College Principal conducts a review of the results matrix to determine what, if any, offers of Merit Entry (Academic) enrolment will be made. If progressed to offer stage, parents will be requested to complete enrolment application paperwork (if they have not done so already) and along with the applicant, to attend an interview with the College Principal.

### **Step 3 - Placement/Acceptance**

- The Principal, through the College Enrolments Office, will inform parents of the applicant's formal offer of Merit Entry (Academic) enrolment, in writing.
- To signify acceptance of the College's offer, parents are asked to complete and sign the Enrolment Acceptance form, Student Information form and the Enrolment Agreement form. Parents will also sign the Financial Concession Agreement to accept the special terms of Academic Merit entry. The Student Conduct Contract Form is signed by both the student and parents. These completed documents should be received by the College Enrolments Office by the due date, as indicated in the letter of offer. Families should retain copies of all documents for their own records.

## **10.4 Enrolment Process Edmund Rice Bursary**

The enrolment process for the **Edmund Rice Bursary** has three steps:

### **Step One - Initial Enquiry and Application**

- To apply for Edmund Rice Bursary enrolment, parents are to contact the College Enrolments Office and request an Edmund Rice Bursary Application pack. The Application pack consists of several forms which seek student and family information, College connections and additional information specific to Bursary enrolment. A Statement of Financial Affairs form will also be provided for completion.
- The completed application forms and Statement of Financial Affairs form, together with the required additional and supporting documents, are returned to the College Enrolments Office.
  - Applications for the Edmund Rice Bursary program will be accepted up until 30 June the year immediately preceding entry.
- The College will contact families soon after an application has been lodged to progress the Bursary process.

### **Step Two - Interview Phase**

#### **Phase 1:**

- Once a completed application is received by the College, a discussion between the College Enrolments Manager, Dean of Identity and Dean of Studies will occur and the Dean of Business Operations will review the Statement of Financial Affairs form and supporting documents. If the application is considered suitable to move to the next phase, the Dean of Identity will arrange to meet with the applicant and their family. This meeting is designed to gain a better understanding of the applicant and their family and importantly, demonstrate the significance of a strong partnership between home and school.



## Phase 2:

- Upon completing the Phase 1 process and interview, the Dean of Identity will make a recommendation as to whether the applicant and their family will progress to formal enrolment interview with the College Principal.

## Step 3 - Placement/Acceptance

- An enrolment offer may only be formalised after the completion of a satisfactory interview with the College Principal.
- The Principal, through the College Enrolments Office, will inform parents of the applicant's formal offer of enrolment, in writing.
- To signify acceptance of the College's offer, parents are asked to complete and sign the Enrolment Acceptance form, Student Information Form and the Enrolment Agreement. Parents will also sign the Financial Concession Agreement to accept the special terms of the Bursary. The Student Conduct Contract Form is signed by both the student and parents. The completed documents should be received by the College Enrolments Office by the due date, as indicated in the letter of offer. Families should retain copies of all documents for their own records.

## Additional Information

- New students will be required to attend the applicable Orientation Event, on the date/time advised. Additionally, students who are new to Years 5 and 7 will be required to attend the Student Scholastic Testing Day, on the date/time advised.
- Upon student commencement, parents will be invited by the College Foundation to attend an event at which time, the College Principal will share information regarding the College's strategic direction and future development.
- For the allocation of new students to House groups, the College endeavours to honour known family connections (via sibling, parent, grandparent, etc) to a specific House. However, the College does reserve the right to allocate new students to Houses in consideration of its operational necessities. Therefore no guarantee is able to be given that a request for the allocation of a new student to a specific House group will be granted.
- Families reserve the right to cancel an application for enrolment at any stage of the application process but must do so in writing. An email to [enrolments@terrace.qld.edu.au](mailto:enrolments@terrace.qld.edu.au) is required to confirm cancellation.
- Families reserve the right to cancel an enrolment at any time during the period between acceptance of offer and the date of student commencement. An email to [enrolments@terrace.qld.edu.au](mailto:enrolments@terrace.qld.edu.au) is required to confirm cancellation.
- All enquires relating to enrolment should be directed to the College Enrolments Office, in the first instance.

<b>Responsible Officer</b>	College Enrolments Manager	
<b>Review</b>	Annually	
<b>Approval</b>	<b>Version</b>	<b>Approval Date</b>
College Principal	3.0	June 2021