DOMESTIC ENROLMENT POLICY

1 Rationale

The St Laurence's College Domestic Enrolment Policy provides a transparent and consistent reference point both to those seeking enrolment and those responsible for enrolment at the College. St Laurence's College provides a holistic education to students from various backgrounds who will benefit from enrolment at the College.

2 Application

This policy covers all those students, families and carers seeking domestic enrolment at St Laurence's College. Domestic enrolment is applicable to those noted as Domestic students as outlined with Section 6 of this policy. The College is governed by Edmund Rice Education Australia Colleges Ltd to provide a Catholic education in the tradition of their founder, Blessed Edmund Rice, for the young men in its care.

3 Guiding Principles

In line with gospel values, Church teachings 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 marginalised. As a practical expression of this solidarity, a Catholic school strives to provide access to those who otherwise would not seek enrolment.
- The acknowledgement that parents are significant stakeholders in the enrolment process.
- A Catholic School in the Edmund Rice tradition will act justly. This is reflected consistently in its structures and processes.
- 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.
- A Catholic School in the Edmund Rice tradition is sensitive to the economic situation of each of its families.

4 Obligations

LEGAL – as required by:

- *Education (Accreditation of Non-State Schools) Act 2017 (Qld)*
- *Information Privacy Act 2009 (Qld) and, where applicable, Privacy Act 1988 (Cth)*
- *Anti-Discrimination Act 1991* (Qld)
- *Disability Discrimination Act 1992* (Cth)
- *Disability Standards for Education 2005* (Cth)
- Contract Law

OTHER – alignment with the policies outlined in:

- *Charter for Catholic Schools in the Edmund Rice Tradition,* Edmund Rice Education Australia (2024)
- The Catholic School on the Threshold of The Third Millennium, Congregation for Catholic Education, 1998
- Current Commonwealth and Queensland funding arrangements for non-state 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: www.erea.edu.au

The Charter is further developed in both the St Laurence's College Vision and Mission Statements:

Our Vision

The St Laurence's College Vision is to be an authentic, dynamic, relational Catholic educational community.

- An authentic Catholic community that celebrates and reflects Edmund Rice's vision of Presence, Compassion and Liberation by 'acting justly, loving tenderly and walking humbly with God' (Micah 6:8).
- A dynamic educational community for boys and young men that maximises their potential to be both active contributors to and prophetic voices within an ever-changing society.
- An inclusive community, which continuously seeks to create and renew respectful, compassionate relationships by which all can experience what it means to be fully human.

Our Mission

St Laurence's College, through nurturing respectful and compassionate relationships aims to:

- Foster Christian faith, personal worth and belonging through spiritual growth, reconciliation, compassion and generosity.
- Educate young men holistically in spiritual, moral, intellectual, emotional, physical, cultural and social dimensions of life.
- Provide a safe and sustainable environment in which St Laurence's College young men learn and live.
- Inspire all to live lives of service especially to the poor and marginalised, both locally and globally.

6 Definitions

In this policy, the following terms are defined as:

Acceptance Fee is a singular, ***non-refundable*** payment made to secure a specific place of enrolment.

Application Fee is a singular, ***non-refundable*** payment made at time of application to enrol at St Laurence's College.

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.

Domestic Students includes Australian citizens, permanent residents of Australia, New Zealand and Norfolk Islander passport holders, as well as temporary visa holders on a visa that permits them to attend regular daily schooling without a limit to study.

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 marginalised. This ethos is derived from the charism of the Founder of the Christian Brothers, Edmund Rice.

Offer of Enrolment represents the documentation provided to successful potential students and must be completed to accept the offer. This includes a binding contract upon all parties. The Contract is signed by parents signifying acceptance of the College's terms and conditions, policies, financial considerations, rules, codes of behaviour etc.

Enrolment Process includes the five steps that are taken to enrol a student at the College. The five steps are Expression of Interest, Enrolment Application Process, Complete Interview, Placement/Acceptance and Orientation Day.

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.

Waitlist represents the stage whereby an Offer of Enrolment is not available and the applicant will be considered should a suitable place become available.

7 Selection

St Laurence's College welcomes applications from prospective students whose 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 must 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. The College reserves the right to consider the College's ability to serve the educational needs of each child.

b) In admitting students to the College, preference is generally given to students in the following order:

- Siblings of enrolled students
- Sons or Grandsons of St Laurence's College Old Boys or College connections
- Catholic students from Catholic schools
- Non-Catholic students from Catholic schools or Catholic students from non-Catholic schools

Other factors which may hold weight in the selection process include:

- Families who actively participate in the life of the Catholic Church
- Other members of the immediate family (i.e. uncles etc) are present or past students of the College and/or who are active in their association with the Christian Brothers or the College
- Students from other faith traditions who are demonstrably supportive of Catholic education and the Edmund Rice tradition.

c) Preference is given to a student commencing at the beginning of an academic year, however; entrance may be accommodated at any time throughout the school year depending on circumstances and availability of a position.

d) Enrolment is subject to a comprehensive application form being completed in full, with supporting copies of all documentation such as but not limited to the birth certificate, school reports, standardised testing (eg. NAPLAN) and passport/residency details. All relevant information must be included at the time of enrolment.

e) An offer of enrolment is always dependent upon there being an available place. Priority enrolment is given to applicants who apply in accordance with the application calendar. When there are other students on the Waitlist, a combination of factors are taken into consideration when prioritising a prospective student and a subsequent offer of a place. These include, but are not limited to:

- Siblings of students already attending the College
- Baptised Catholic children who attend a Catholic school
- A student enrolled in another Catholic school or another Edmund Rice Education Australia school
- A son of a St Laurence's College Old Boy or an existing staff member
- A family connection to the College (e.g. cousin, uncle, grandfather)
- Date of application
- Families who have recently moved to Brisbane from interstate or overseas
- Academic record
- Co-curricular participation and achievement
- Students whose parent(s) desire and are committed to Catholic education.

f) Offers of enrolment are only valid for 14 days from the date of offer unless otherwise stated.

g) Deferment of enrolments – the College will not allow families to defer an Offer of Enrolment to alternative years. The applicant will be required to reapply at the appropriate time, though a second application fee will not be required. Requests to defer after Offers of Enrolment are accepted will only be granted at the College Principal's discretion in extraordinary circumstances.

h) If an Application for Enrolment is received and no positions are available, the student's application will be placed on hold for the year nominated. Enrolment is considered should vacancies become available. Should parents wish enrolment to remain active across future academic years, this must be communicated to the College Enrolments Office in writing.

8 General Conditions

- The main intake year levels for entry at St Laurence's College are Years 5 and 7. In any given year, access at other year levels is possible if vacancies arise.

- If a request is made at a later date to alter the preferred year of entry on the original application, it cannot be automatically granted.

- At any stage in the enrolment process, it is the parents responsibility to ensure the College is advised of any changes of address, contact details and student educational requirements i.e. medical details.

- The College reserves the right to cancel enrolment should parents not respond to correspondence within 14 days.

- All legal guardians must be included in the Enrolment Process, including signing legally binding documentation unless a Court Order noting otherwise is provided at time of enrolment or the wishes of both parties are shared with the College.

- Unless special circumstances apply, only applications by legal guardians of students are accepted by the College.

- St Laurence's College does not offer scholarships.

- Should families require financial assistance, a concession may be available. All requests for financial support should be requested at the earliest possible time during the Enrolment process and will be at the discretion of the College Principal. Parents will need to meet with the College Finance – Fee Recovery Administrator and will be asked to provide evidence of hardship prior to a fee concession being made

available. All fee concessions are reviewed on a yearly basis. The College requests clarity, open engagement and partnership between parents and the College to ensure the best outcome is reached for their son. This program is supported by contributions from the St Laurence's Old Boys' Foundation.

9 Procedures

Edmund Rice Education Australia Colleges Ltd 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.

10 Implementation of Enrolment Process

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

11 The Enrolment Process

11.1 Enrolment Process Year 5 Entry

The enrolment process for Year 5 entry has five steps:

Step One – Expression of Interest

- An Expression of Interest can be made from birth. Expressions of Interest are made online via the College website, www.slc.qld.edu.au. It is the responsibility of the applicant's parents to keep the College informed of any changes including address, contact details and/or to request a change to entry years.
- The Expression of Interest seeks student information, close connections to the College and other applicable family information. There are no costs associated with submitting an Expression of Interest.
- The College will contact families with important information as needed, including reaching out at the appropriate time to apply.

Step Two – Enrolment Application Process

- Approximately eighteen months prior to anticipated entry, all families who have completed an Expression of Interest are contacted by the College Enrolments Office and requested to complete a formal Enrolment Application Form. All applications for enrolment require payment of a *non-refundable* Application Fee.
- Once the online application is completed, a receipt of payment is sent to the parent and is added to the College's enrolment application database.
- 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.

- All applications will be reviewed by the College Principal and/or a Leadership Team delegate before proceeding further.

Step Three – Complete Interview

- Applicants who are successful in proceeding to the next stage in the process will be contacted by the College Enrolment Office to attend an interview. This interview may be conducted in person or online and will be administered by a member of the College Leadership Team or a College representative.

- Interviews must be attended by at least one parent and the potential student.

- All interviews will be reviewed by the College Principal and/or a Leadership Team delegate before proceeding further.

- Some applicants may require a second interview and provide additional information to assist with the enrolment process before an Offer of Enrolment can be made.

Step Four – Placement/Acceptance

- The College Principal, through the Enrolments Office, informs parents of the applicant of the outcome from the process in writing. The options include an Offer of Enrolment, being added to the Waitlist or a position not being available.

- To signify acceptance of the College's offer of a place of enrolment, parents accept and sign the College Terms and Conditions plus acknowledge the Privacy Policy, Parent and Carers Partnership document and College Collection Notice. Families should retain copies of all documents for their own records.

- Payment of the *non-refundable* Acceptance 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 Offer of Enrolment.

- Failure to return correctly completed and signed acceptance documents and remit the Acceptance 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 specific to the applicant only based on the offered entry year and year level; offers are not transferable or deferable.

- Once an offer is accepted, a payment receipt will be sent electronically to parents which signifies the place of enrolment is confirmed.

- If no offer of enrolment for Year 5 is made, parents may be provided an opportunity to reapply for enrolment for the applicable Year 7 intake or to be placed on the Waitlist. Parents need to advise the College in writing if *they wish* the application to be considered for Year 7 intake.

- Should a family wish to decline the Offer of Enrolment, this can be done by completing the relevant section in the Offer of Enrolment. Alternatively, families can contact the Enrolments Registrar via email.

Step Five – Orientation Day

- All new students should attend the Orientation Day held in Term 3 the year before commencing (or complete orientation with Middle Leaders or Heads of House for mid-year entry).

11.2 Enrolment Process Year 7 Entry

The enrolment process for **Year 7** entry has five steps:

Step One – Expression of Interest

- An Expression of Interest can be made from birth. Expressions of Interest are made online via the College website, www.slc.qld.edu.au. It is the responsibility of the applicant's parents to keep the College informed of any changes including address, contact details and/or a request to change to entry years.

- The Expression of Interest seeks student information, close connections to the College and other applicable family information. There are no costs associated with submitting an Expression of Interest.

- The College will contact families with important information as needed, including reaching out at the appropriate time to apply.

Step Two – Enrolment Application Process

- Approximately two years prior to anticipated entry, all families who have completed an Expression of Interest are contacted by the College Enrolments Office and requested to complete a formal Enrolment Application Form. All applications for enrolment require payment of a *non-refundable* Application Fee.

- Once the online application is completed, a receipt of payment is sent to the parent and is added to the College's enrolment application database.

- 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.

- All applications will be reviewed by the College Principal and/or a Leadership Team delegate before proceeding further.

Step Three – Complete Interview

- Applicants who are successful in proceeding to the next stage in the process will be contacted by the College Enrolment Office to attend an interview. This interview may be conducted in person or online

and will be administered by a member of the College Leadership Team or a College representative.

- Interviews must be attended by at least one parent and the potential student.
- All interviews will be reviewed by the College Principal and/or a Leadership Team delegate before proceeding further.
- Some applicants may require a second interview and provide additional information to assist with the enrolment process before an Offer of Enrolment can be made.

Step Four – Placement/Acceptance

- The College Principal, through the Enrolments Office, informs parents of the applicant of the outcome from the process in writing. The options include an Offer of Enrolment, being added to the Waitlist or a position not being available.
- To signify acceptance of the College's offer of a place of enrolment, parents accept and sign the College Terms and Conditions plus acknowledge the Privacy Policy, Parent and Carers Partnership document and College Collection Notice. Families should retain copies of all documents for their own records.
- Payment of the *non-refundable* Acceptance 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 Offer of Enrolment.
- Failure to return correctly completed and signed acceptance documents and remit the Acceptance 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 specific to the applicant only based on the offered entry year and year level; offers are not transferable or deferable.
- Once an offer is accepted, a payment receipt will be sent electronically to parents which signifies the place of enrolment is confirmed.
- If no offer of enrolment for Year 7 is made, parents may be placed on the Waitlist. Parents need to advise the College in writing if *they wish* to be removed from the database.
- Should a family wish to decline the Offer of Enrolment, this can be done by completing the relevant section in the Offer of Enrolment. Alternatively, families can contact the Enrolments Registrar via email.

Step Five – Orientation Day

- All new students should attend the Orientation Day held in Term 3 the year before commencing (or complete orientation with Middle Leaders or Heads of House for mid-year entry).

11.3 Enrolment Process for Alternate Entry Years

The enrolment process for entry outside of our standard intake years is at the discretion of the College. Please contact the College Enrolments Office for further information.

12 Diverse Learning

St Laurence's College values the diversity of all students and recognises the right of all students to have equitable access to the curriculum. It is intended that age-appropriateness of students placed in certain year levels be applied.

St Laurence's College will endeavour to assist the full participation of all students by:

- Valuing all students as individuals and identifying and responding to their needs.
- Consulting with the students and parents to make well-informed decisions about the education program to be offered for each student.
- Making reasonable adjustments in modifying, substituting or supplementing curriculum, course work requirements, timetables, teaching methods and materials and assessment procedures to endeavour to meet the needs of students.
- Providing physical environments that are accessible, stimulating, safe and welcoming.
- Devising fair and transparent enrolment procedures for all students.
- Respecting the rights of students to privacy and confidentiality.
- Fostering and encouraging among staff and students positive, informed and unprejudiced attitudes.

12.2 Processes for students with disabilities

This process seeks to clarify the needs of students requiring significant educational adjustments. Adjustments are made for students with a disability to enable them to access the curriculum, achieve academic outcomes and participate in College life on the same basis as their peers. An adjustment is any change made to help a student participate, learn and be comfortable and safe at the College.

The consultation process seeks to reveal and clarify:

- The characteristics of the learner, including the impact of the disability.
- The educational adjustments required for learning.
- The implications of adjustments within the context of school, family and student.
- The impact of the disability for the student.
- Whether these adjustments are reasonable within the context of the College.

To enable the College to appropriately consider the enrolment of a student, parents will be required to disclose, during the enrolment process, necessary information about any disability or details of exceptional need including any necessary information contained in documentation that would assist the College to adequately understand and cater for the academic, social, physical and emotional welfare of the child.

The College provides educational programs which cater to the individual learning needs of students. Where enrolment offers are made for students with a disability, the College will make reasonable adjustments as necessary, to assist the student with a disability to participate in education on the same basis as other students.

This will include:

- Consultation with the student.
- Consideration of whether an adjustment is necessary.
- Identification of a reasonable adjustment if an adjustment is necessary.
- Making a reasonable adjustment.
- Consultation with a member of the Diverse Learning team to provide a suitable support program for the student, which is considered a reasonable adjustment.

Assessing whether an adjustment is reasonable considers the student's learning needs and considers the interests of all parties affected, including those of the student with the disability, the education provider, staff and other students. Consultation during the enrolment process will therefore consider:

- What is the impact of the disability on the student?
- What are the adjustments that need to be made?
- Are these adjustments reasonable within the context of the College?

Throughout this process, the College will consider the individual support needs of the applicant and the capacity for the College to provide an appropriate educational program for the student. In particular, the College will assess the level of special service or facilities and the learning support required.

The College will, in making a final decision about required adjustments, consider resources and ramifications for the wider College community. Once the decision regarding the enrolment has been made, it is communicated promptly by the relevant staff members to the student and their parents.

13 Additional Information

- 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 reserves the right to allocate new students to Houses in consideration of its operational necessities. No guarantee can be given that a request for the allocation of a new student to a specific House group will be granted.
- Ongoing enrolment, once a student has commenced at the College, is dependent on the demonstrated support by both the student and his parents for the College's values, policies and procedures and the maintenance of diligent application by the student in all aspects of his studies.
- Offers of Enrolment and ongoing enrolment is secured in the understanding that parents are responsible for and can pay for all school fees and appropriate additional costs. Should there be any concerns, parents must inform the College at their earliest convenience to plan the appropriate course of action.

- Full participation (as reasonably possible) in programs and activities integral to the curriculum including the Outdoor Education, Retreats and Camps program is expected.

- Families reserve the right to cancel an application for enrolment at any stage of the application process including between acceptance of offer and the date of student commencement. All cancellations must be confirmed in writing to enrolments@slc.qld.edu.au at the earliest opportunity.

- Families reserve the right to cancel the enrolment of a commenced student at any time. All cancellations are subject to the conditions agreed upon in the Offer of Enrolment Terms and Conditions. This includes that the parents must provide cancellation in writing a minimum of one term prior to the desired exit date.

- It is the College preference that cancellation of a student enrolment is confirmed by all legal guardians. Should only one parent provide confirmation in writing, the College reserves the right to contact all legal guardians to confirm the validity of the cancellation, unless Court Orders or other documents preclude responsibility from the other parent.

- The College Principal reserves the right to terminate the student enrolment should they breach the conditions of the College Terms and Conditions.

- All enquires relating to enrolment should be directed to the College Enrolments Office, in the first instance.

DOCUMENT ADMINISTRATION

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