



# ENROLMENT POLICY

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## 1. Rationale

St Patrick's College is a Catholic school in the Edmund Rice Tradition. This College is open to all who share the values of an Edmund Rice Education. It seeks to be fair and open in the process of selection for prospective pupils.

## 2. Application

Prospective parents and students of the College

## 3. Policy Statement

St Patrick's College, in line with the EREA Charter for Catholic Schools in the Edmund Rice Tradition, will provide an opportunity for young people to meet and learn in an inclusive community which allows for individual ability and Christian formation.

**Parents/guardians should be aware of the requirement of full disclosure when completing the enrolment form. Failure to provide full disclosure could result in cancellation of enrolment.**

**There are currently two major intake points into the College. They are Years 5 and 7.**

### 3.1 Application Process

- All application enquiries and registrations of interest are acknowledged by the College.
- Registrations of interest for enrolment can be lodged through the College website at any time;
- An online application for enrolment form will be forwarded to registered families prior to the nominated commencement year date. A non-refundable processing fee is payable to confirm the application for enrolment. Please note-the application for enrolment form is an online process and access details will be forwarded to registered families at the relevant time (approximately two years prior);
- An interview will be conducted prior to any enrolment offer. The interview is structured around the enrolment form and involves explanation of the ethos and educational practices of St Patrick's College. A commitment to these will be sought before a placement at the College can be confirmed;
- All offers of enrolment are made in writing by the College Principal;
- Acceptance of enrolment offers will be required online by the specified acceptance date. Families will need to confirm commitment to the College ethos, expectations and fee structure. A non-refundable enrolment fee must be paid to confirm the enrolment offer;
- An Orientation evening is conducted for parents and students in the last term prior to entry into the College;
- Cancellations of an application for enrolment or offers must be in writing;
- When insufficient enrolment places are available, a waiting list will be created and families will receive notification indicating their placement onto the waiting list.

### 3.2 Factors Affecting Offers

The following factors are considered when determining enrolment offers

- the capacity of the College to provide an adequate education experience for the student;
- availability of places;
- reasons for seeking enrolment;
- the need to reflect a preferential option for the poor;
- the desire to provide access to those who may not/could not otherwise seek enrolment;
- the desire to work in partnership with the local Church;
- the faith and religious practice of the student and parents;
- acceptance of commitment to the ethos and goals of EREA

### 3.3 Enrolment Criteria

Enrolments are at the absolute discretion of the College Principal. The following criteria will, however, be used as a guide in making enrolment offers.

- Siblings;
- Catholic sons of Old Boys;
- Catholics at Catholic Schools;
- Catholics at Non -Catholic schools;
- Non- Catholics in Catholic Schools;
- Non -Catholic sons of Old Boys;
- Non -Catholic Local community;
- All other applicants.

<b>Responsible Officer</b>	College Principal		
<b>Review</b>	December 2020		
<b>Associated Documents</b>	EREA Qld Enrolment Policy St Patrick's College Registration of Expression of Interest Form Enrolment Application Form St Patrick's College		
<b>Version</b>	<b>Authorisation</b>	<b>Approval Date</b>	<b>Effective Date</b>
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