



## ENROLMENT POLICY

### POLICY

St Augustine's College has been established primarily to support families who wish to actively develop their faith within a Catholic Christian Community. The College works with families to provide a Catholic Education for the children and young people of Catholic families who are involved in the practice of their faith.

While priority for enrolments is given to these families, consideration is given to the enrolment of Catholic children and young people [henceforth called "students"] from families of other faith traditions who support the values and practices of the Catholic church and St Augustine's College.

### RATIONALE

This College has been established to provide a quality, inclusive Catholic education for students whose parents support the beliefs, values and expectations of Catholic schools within the Catholic Christian community of St Augustine's College.

### UNDERLYING VALUES WHICH PARTICULARLY RELATE TO THIS POLICY

The Enrolment Process at St Augustine's will be guided by our core values of Unitas [Community], Caritas [Love] and Veritas [Truth].

These values are reflected in an enrolment process designed to be:

- Honest, open and transparent
- Socially just
- Supportive of families with a genuine commitment a Catholic education
- Characterised by care, compassion and inclusion

### OUTCOMES OF THIS POLICY

- At St Augustine's there are clear, objective procedures for processing enrolment applications
- Catholic families are given priority in the enrolment process while offers of enrolment may be made, depending on availability, to families of other faiths, who support St Augustine's Values and ethos
- St Augustine's families will have an understanding of the Core Values which define our community
- St Augustine's is an inclusive community with a genuine commitment to the principles of social justice

### GUIDELINES

#### 1. Priority of Enrolment will be decided using the following categories, in order, as guidelines:

- **Category One:** Baptised Catholic siblings of children already attending the College.
- **Category Two:** Non Catholic siblings of students already at the College whose families have demonstrated ongoing support for the ethos and values of the College.
- **Category Three:** Baptised Catholic students and whose families are involved in a Parish community, with priority given to those who are active in a Parish.
- **Category Four:** Students who have begun or are included in a forthcoming process of Christian initiation (Sacraments of Baptism, Confirmation and Holy Communion) along with a letter from the Parish Priest.
- **Category Five:** Students whose families have a demonstrated commitment to their current school, another faith tradition or wider community and who seek to share the values and practices of the College.

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## 2. Allocation of applications to the above groups will be determined by:

- Information provided on the enrolment form
- Consideration of supportive documentation demonstrating faith and community involvement E.g. references from priest, minister or church worker, letter of commendation etc.
- An enrolment interview

## 3. Additional considerations related to categories above:

- Students being enrolled for the **Preparatory Year** will have turned 4 by 30<sup>th</sup> June in the year prior to commencement at St Augustine's as is required by the Queensland Government.
- **Parents wishing to apply for early entry may be considered if the child will be at least 4 years and 5 months on 31<sup>st</sup> December in the proposed year of attendance (i.e. a child who turns 5 on or before 31<sup>st</sup> July); AND**
- **Has evidence that demonstrates the child may be ready for education in the year of schooling considering the child's attributes'**
- Catholic Students from Good Shepherd Primary at Springfield Lakes and St Francis Xavier Primary at Goodna entering Year 7 will be given priority in the Category which best describes their particular circumstances in recognition of the parish relationship that exists between these schools.
- Children of current staff (continuing) of St Augustine's College will also be given priority in the category which best suits their particular circumstances.
- The College will process all **Prep** enrolments received by the 17<sup>th</sup> March each year for the following year. Applications lodged after that date will be considered on the basis of date of application and Enrolment category according to availability of places.
- The College accepts Year 7 applications two years in advance. For applications received by the 17<sup>th</sup> March two years prior to enrolment will be considered in the first round of interview offers made (approximately one third of vacancies). Applications received one year prior to enrolment will be eligible for second round of interview offers made (remainder of vacancies) all dependent on enrolment categories.
- Within each of these categories – date of application and residential address may be taken into consideration if there is a further need to prioritise enrolments.

## 5. All enrolments will be subject to the discretion of the Principal and his/her delegate. In addition to the categories outlined above, consideration will also given to a range of additional factors, including (but in no particular order):-

- Readiness for school [particularly entry to the Preparatory Year and Year One]
- Previous commitment to Catholic schooling
- Parental expectations in relation to: study commitment, school participation, behaviour and faith involvement
- Support available for particular student needs in learning and behaviour
- Particular family circumstance E.g. Pastoral, Defence families (current serving) etc.
- Proximity to the College and/or ease of access to an alternative Catholic school or College

## 6. Enrolment at the College will be dependent on the availability of places.

## 7. Students likely to require special provisions [for example special resources and/or a modified program and/or specialist teacher or teacher aide assistance] will be considered for enrolment in accordance with the procedures outlined in the Enrolment Application and Support Procedures for Students With Special Educational Needs Policy, developed by Brisbane Catholic Education, a summary of which is available on request.

*Failure to disclose information relevant to the learning and behavioural needs of prospective students may subsequently result in termination of the enrolment.*

## 8. The College has a commitment to considering the enrolment of students with particular pastoral and social needs.

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## APPLICATION PROCESSING FEE

All applications for entry into St Augustine's College will incur a \$50.00 Application Processing. This fee is non-refundable and does not guarantee a place in the College.

## ENROLMENT BOND

Acceptance of an offer of enrolment at St Augustine's College must be accompanied by a bond payment. The bond is \$150.00 for Prep to Year 6 and \$300.00 for students in Year 7 to Year 12. The bond will be refunded upon graduation or at the time the student leaves St Augustine's College provided the following has occurred;

- The student has completed at least 12 months education at the College.
- All outstanding fees have been paid and all materials and equipment on loan from the College have been returned in a satisfactory condition.
- Failure to comply with the above may result in part or all of the bond being withheld.

## ENROLMENT AGREEMENTS

In accepting an enrolment at St Augustine's, parents/ carers undertake to:

1. Support the ethos, mission and values of the College, and to support their children to participate in the Religious Education and other related programs of the College, including attendance at liturgical experiences and celebrations, retreats and camps, that may be organised from time to time.
2. Support the expectations of the College and cooperate with College staff in implementing the [Student Behaviour Support Policy](#). A summary of this policy is available on the College website.
3. Undertake to support the work of the College by volunteering for some service via the Parent Participation Plan [PPP]. A list of possible ways to offer assistance is distributed early in the College year.
4. Undertake to meet financial responsibilities by paying Fees and Levies by the due date.

