



## POLICY: Enrolment

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### 1. PURPOSE

The purpose of this policy is to describe Holy Spirit College's approach to enrolment.

This policy must be read in conjunction with: Enrolment – BCE Collection Notice; Enrolment Confirmation – Media Consent; Enrolment Confirmation – Student Device and Internet Resource Consent; Student Wellbeing Policy; Alcohol and Other Drug-Related Incidents Procedure; Enrolment Application and Support Process Procedure.

### 2. RATIONALE

Holy Spirit College offers education within the Catholic tradition with a specific focus on the charism of the Holy Spirit Sisters. It is intended that through the educational experience, the College seeks to renew and empower students, staff, and parents in the ministry of the Church. The Catholic education offered to those enrolled at Holy Spirit College is intended to complement and support the role of the Catholic Church community of the Brisbane Archdiocese.

The College acknowledges the value of the partnership with its parents/carers who are the first educators of their children. We seek to be a Catholic College where all members of the community are invited to grow in their knowledge and love of God and embrace the Gospel.

### 3. POLICY STATEMENT

Holy Spirit College is a Brisbane Catholic Education co-education Catholic secondary college which will open in January 2022. Holy Spirit College is in Fitzgibbon, on Brisbane's northside. Expected enrolments for 2022 is 96 students and will increase by one year's cohort annually. The College is master planned for 900 students.

### 4. PRINCIPLES

1. Enrolment at Holy Spirit College is subject to an application process and interview with a member of the Senior Leadership Team and to the availability of vacancies within the College. Decisions regarding enrolment will take into account the number of vacancies, the needs of students and any exceptional circumstances.

Holy Spirit College welcomes the enrolments of students from families that share the expressed values of the College and who are willing to support and contribute to the College's values, vision, and mission. However, where demands for enrolment exceeds capacity, priority for enrolment is as follows:

- **Enrolment priority for the foundation year 2022**

- a) Baptised Catholics from Catholic Schools
- b) Baptised Catholics from non-Catholic schools
- c) Students from other faith traditions who are enrolled in BCE Catholic schools and whose families demonstrate commitment to Catholic education and its values
- d) 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.

- **Enrolment priority for 2023 and beyond**

- a) Siblings of Enrolled Students
- b) Baptised Catholics from Catholic Schools
- c) Baptised Catholics from non-Catholic schools



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- d) Students from other faith traditions who are enrolled in BCE Catholic schools and whose families demonstrate commitment to Catholic education and its values
  - e) 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.
2. Enrolment of students who may require special provisions for their educational placement, will be considered in accordance with the Brisbane Catholic Education's **Enrolment Application and Support Process Procedure**. This additional enrolment application support process will gauge the level of support required, prior to confirmed acceptance and enrolment.
  3. Acceptance of an application form will not guarantee an enrolment interview or an offer of enrolment.
  4. Parents/carers will be required to declare that to the best of their knowledge they have:
    - a. Disclosed any special needs of the prospective student, including learning, medical, social, emotional, or physical
    - b. Provided a copy of any parenting or court orders that relate to the prospective student
  5. If a parent/carer deliberately withholds information relevant to the application process, the Principal reserves the right, in consultation with Brisbane Catholic Education, to refuse or terminate the enrolment.
  6. It is expected that the enrolling parents/carers formally accepts the responsibility for the payment of all school fees. Where this commitment would cause personal difficulty for the enrolling family, it is expected that this be clarified at the time of the enrolment. It is noted that children are not refused enrolment on the basis of not being able to address this commitment.
  7. On acceptance of a place at Holy Spirit College, parents/carers are deemed to have accepted the College's values and expectations and to endorse and support: College events; Camps and Retreats, Positive standards of uniform and behaviour; sporting program, learning engagement, and the College's Catholic and Religious programs.
  8. The decision on whether a student is to be enrolled will ideally be made in partnership with the parents/carers based on the College's availability to cater for the student's needs. The final decision in matters of enrolment rests with the Principal.

## 5. REFERENCES

- Enrolment Application – Collection Notice
- Enrolment Application – Media Consent
- Enrolment Application – Student Device and Internet Resource Consent form
- Enrolment Application and Support Process procedure