

1. INTRODUCTION

Stuartholme School is a Year 5 – 12 (from 2024) Catholic day and boarding school for girls enriched by the philosophy and traditions of Sacred Heart Education, which give expression to its five goals – to educate to:

1. A personal and active faith in God.
2. A deep respect for intellectual values.
3. The building of community as a Christian value.
4. Social awareness which impels to action.
5. Personal growth in an atmosphere of wise freedom.

2. PURPOSE

The purpose of this policy is to provide processes, guidelines and documentation to support the enrolment processes at Stuartholme School.

3. SCOPE

This policy covers current and future families seeking enrolment at Stuartholme School for their daughter/s.

4. DEFINITIONS

Disability – is in relation to a student, and is as defined by the *Disability Discrimination Act 1992* (Cth).

DSE – means the *Disability Standards for Education 2005* (Qld).

Enrolment Application – is the online or hard copy form to be completed by parents/guardians seeking enrolment for their daughter/s at Stuartholme. It provides the basis of the interview process,

Enrolment Contract – the written agreement between the parents/guardians and Stuartholme School that sets out the School's offer of enrolment and the parents/guardians' acceptance of that offer.

Overseas student – A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations. Where the student is under 18 years of age and the student is required to exercise rights or enter obligations as a legal person, this term may refer to the student's parent or legal guardian.

Offer of Enrolment – is an offer of enrolment which is made at the discretion of the Principal.

Parent - is the mother or the father of a child, but does not include a parent whose parental rights have been terminated.

Guardian - is the person who, under court order, is the guardian of the person of the child or the public or private agency with whom the child has been placed by a court.

Parental and Visitor Code of Conduct – the Stuartholme policy setting the expectations for parental conduct in all interactions with and at Stuartholme.

Enrolment Policy – this document

The School – is Stuartholme School

Siblings – for the purpose of this Policy means a person who is:

- a sister of the enrolled student (with at least one biological or adoptive parent in common) irrespective of their place of resident
- a child whose usual place of resident is the same as the enrolled student's and whose parent is the partner of the enrolled student's parent/guardian; and a child officially in care or foster care and living at the same place of residence with the enrolled student.

5. POLICY STATEMENT

With a commitment to inclusive practices, the enrolment process is designed to be:

- transparent
- ensure a just and equitable use of resources in the best interests of its current and future community
- comply with funding and legislative requirements

Date of application is not the sole criteria for enrolment and the School reserves the right to offer a place to any student, irrespective of date of application.

Consideration and priority is given primarily to:

- Siblings of current and past students
- Daughters and/or granddaughters of Alumnae
- Students attending Catholic and local feeder schools, and
- Special consideration is given to boarding students.

The School will also take the following into consideration:

- Student's willingness and ability to contribute to the wider life of the School
- Evidence of good leadership and good character
- Date of lodgement of Enrolment Application, providing the family have not been offered enrolment previously and deferred to a later entry date
- Parents/Caregivers seeking to enrol their daughter at Stuartholme School must demonstrate a commitment to supporting the Catholic mission and values of the School. This is the primary criterion for enrolment
- Each application which gives evidence of meeting the primary criteria for enrolment and provides all requested information and documentation within the timeframes given, will be considered by the Principal on its merits

In the determination of enrolment offers, particularly where applications exceed places within a priority category, the following factors will be considered:

- Degree of involvement in a Catholic school, faith community or other Church ministry
- The student's past behaviour and commitment at school
- The School's ability to cater for the specific talents and needs of each person;
- Significant material, social, spiritual or emotional disadvantage of the student and/or her parents/caregivers
- Ensuring that the school community reflects the diversity of the wider community
- Date of receipt of applications may be used if all other priorities and factors prove equal
- The final decision to make an enrolment offer rests with the Principal

Ongoing enrolment, once students have commenced at the School, is contingent on the demonstrated support by both the student and her parents/caregivers for the School's values, policies and procedures and the maintenance of diligent application by the student in all aspects of her studies program.

6. PROCEDURE

6.1 Enrolment Process

Step one – Initial Application

- An Enrolment Application may be made from birth online via the School website, www.stuartholme.com. It is the responsibility of the applicant's parents/guardians to keep the School informed of changes of address and/or contact details.
- The Online Enrolment facility can be used for applicants who are:
 - Australian and New Zealand citizens or permanent residents of Australia
 - holders of long-stay business visas
 - Overseas students who hold a student visa as defined by the ESOS Act, see Definitions
- The online application form seeks applicant information, close connections to the School and other applicable family information.
- Applications are not accepted until the non-refundable application fee has been paid and the following supporting documentation has been received:
 - copy of the applicant's birth certificate
 - a copy of the applicant's Sacramental documents for Baptism, First Eucharist and Confirmation (where applicable)
- 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 School's enrolment application database.

Step two – Pre-Enrolment Process

- When the applicant is in Year 3, all families who have completed the online Enrolment Application are contacted by the School Enrolments Team and are advised of the pre-enrolment process. At this stage, further documentation is sought:
 - academic reports – A copy of the two most recent school reports
 - most recent NAPLAN results
 - any Letters and Reports from doctor or psychologist and any other information regarding the applicant's risk profile
 - a copy of any recent professional assessments done at the previous school's request or on behalf of the parents
 - any additional supporting documentation.
- When 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 application being unable to progress to the next stage
- On receipt of the requested information, documentation is checked for accuracy/completion, and a first round of enrolment interviews will be determined. An enrolment interview with the Principal or a member of the Leadership Team may be arranged.
- As part of the interview process, parents/guardians will be invited to present information regarding their:
 - Church commitment and participation
 - Current level of participation in the school related activities
 - Community involvement
 - Parental expectations for their daughter at the school

- Any educational or wellbeing needs, disability, or other information indicating a possible need for support services for their daughter
- Copies of any court order relating to arrangements for their daughter.
- Applications received after first round offers are released will still be considered, providing that a place is available. The Registrar will contact the parents/guardians to keep them informed of the progression of the application.

Step Three – Offer and Acceptance

- Following the interview process, written offers will be made to successful applicants. The signed Enrolment Contract will need to be returned to the School before the due date together with payment of the non-refundable Enrolment Confirmation Fee.
- Please note that offers will not be made during the interview.
- In addition to a letter of offer, international applicants will be requested to pay a refundable Enrolment Bond, retainable Enrolment Bond, one Semester of Tuition and Boarding Fees and Health Cover for the period of the student's schooling.
- For students who are unsuccessful in being offered a place in the first round of offers, an offer will be made to place their application on a wait list.
- 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 School in writing if they do not wish the application to proceed to the applicable Year 5 or year 7 intake consideration process.

Step 4 – Confirmation of Enrolment

The School commences the confirmation of enrolment process approximately one year prior to commencement.

Families will be contacted to provide copies of their daughter's previous two semester school reports and most recent NAPLAN results if applicable, as well as any other information relevant to the education or welfare of the applicant including, but not limited to:

- Psychologist, psychiatrist or medical reports
- Educational or IQ testing results
- Learning plans, and/or
- Court orders or parenting plans.

Diagnostic testing may be required to enable the School to collect valuable background information and identify individual student requirements. This applies also to all students transferring from international education systems or where English is not the student's first language.

Families will also be required to complete health and data forms relating to their daughter's enrolment, or information requested by the Australian Government, including, but not limited to:

- Medical forms
- Government reporting data (MCEECDYA)
- Purchasing uniforms, books and stationery
- School Bus Network;
- information about the Bring Your Own Device Program;

- Boarding arrangements
- Co-curricular programs
- Orientation and the first day of school

6.2 Collection of personal information

To enable the School to fulfil its responsibilities and duty of care to all students, the School will request that parents/guardians provide personal information for its enrolment records. Personal information is stored securely in accordance with the Stuartholme School's Privacy Policy and the Privacy Policy Information Collection Notice: Students.

The School reserves the right to have members of its staff liaise with the student's current school, to more accurately assess the learning needs of the student.

6.3 Returning students

Applications to enrol students who have previously left the School will be considered.

Applications will be progressed at the Principal's discretion with reference to availability of a place and waiting lists.

6.4 Cancellation

Application and Enrolment cancellations must be sent in writing to enrolments@stuartholme.com. **Enrolment fees are non-refundable.**

6.5 Enrolment enquiries

Stuartholme Enrolments will direct parents/guardians enquiring about enrolment to the School website to view and download the information, including:

- School Prospectus;
- Enrolment Application Form, including any difficulty completing the online application form;
- current fee schedule;
- online payment portal for payment of the non-refundable Application Fee (currently \$250)
- information about the School Bus Network;
- information about the Bring Your Own Device Program;
- information about the School Uniform Shop; and
- any other relevant material based on the academic year requested.

6.6 Fees

Fees are expected to be paid on time, please refer to our Fees Policy for detailed information.

7. RESPONSIBILITIES

Role	Responsible for
Principal	Enrolment Approval
Leadership Team	Enrolment Approval
Registrar	Enrolment Administration

8. SUPPORTING DOCUMENTS

Fees Policy

Privacy Policy

International Student Entry Requirements Policy

International Student Handbook

Policy on Diverse Learning

Stuartholme School Student Code of Conduct.

Parent & Visitor Code of Conduct.

Enrolment Process and Procedures – including application process

9. REVIEW

This Policy will be every three (3) years, or as necessitated by legislation.