

Stuartholme School Enrolment Policy

Purpose:	<p>The purpose of this policy is to provide processes, guidelines and documentation to support the enrolment processes at Stuartholme School.</p> <p>It is the policy of Stuartholme School to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart Education and we educate to:</p> <ol style="list-style-type: none"> 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. A social awareness that impels to action; 5. Personal growth in an atmosphere of wise freedom. 	
Scope:	This policy covers current and future families seeking enrolment at Stuartholme School for their daughter/s.	
Status:	Final	Supersedes: All previous Enrolment Policies
Authorised by:	Board Chair	Date of Authorisation: December 2018
References:	<ul style="list-style-type: none"> • Relevant State and Federal legislation • Fee Policy 	
Review Date:	Every three years	Next Review Date: September 2020
Policy Owner:	School Governing Body	

Policy Statement

ENROLMENT APPLICATION PROCESS

Enrolment for a student at Stuartholme School (**School**) can be completed by the following steps:

Enrolment Application

Complete the Enrolment Application form online. Follow the three-step process outlined on the 'Enrolment Application' page of the School's website to complete an Enrolment Application. A non-refundable Enrolment Application fee is payable for each Enrolment Application.

Click here to access our online the Enrolment Application Form:

<https://stuartholme.com/enrol/enrol-now/enrolment-application/>

Applications are not accepted until the application fee has been paid and the following supporting documentation has been received:

1. a copy of the student's birth certificate;
2. Naplan results;
3. School reports;
4. Sacramental documents (if the student has been baptised, and received the Sacraments, First Eucharist and Confirmation);
5. any Diagnosis Letters and Reports from doctor or psychologist; and
6. any additional supporting documentation.

In addition, applications for an International student must also include a copy of the following documentation:

1. Student Report Cards from the previous 3 years of study, including a copy of the latest Student Report;
2. a reference from the student's current or most recent Principal;
3. appropriate proof of identity and age;
4. completed subject choices form, found in the Senior School Curriculum Handbook;
5. written evidence of proficiency in English as a second language (listening, speaking, reading and writing);
6. clear photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date; and
7. a letter of release if transferring from another school.

If any of the above documents is in a language other than English, the document must be accompanied by a certified English translation.

If completing an application in hard copy, please post the application, along with supporting documentation and payment to:

Enrolments, Stuartholme School, 365 Birdwood Terrace, Toowong Qld 4066.

Application Review & Interview

Applications are reviewed three years before the proposed date of entry. At this stage, the Enrolments Office will contact parents/guardians to schedule an interview date and time.

Currently, interviews for the School are held in Term One of the preceding year of enrolment.

As part of the interview process, parents/guardians will be invited to present information regarding their:

1. church commitment and participation;
2. current level of participation in the school related activities;
3. community involvement;
4. student's participation in her current learning environment;
5. parental expectations for their daughter at the School;
6. any educational needs or disability, or other information indicating a possible need for education support services for their daughter;
7. current academic progress and other relevant factors; and
8. copies of any Court order relating to arrangements for your daughter.

Applicants who apply within the three year period will still be considered provided there are still enrolment places available. The Enrolments Office will contact the parents/guardians to keep them informed of the progression of the application.

Offer

Following an interview, written offers will be made to successful applicants. The signed Enrolment Contract will need to be returned to the School before the due date with a non-refundable Enrolment Confirmation Fee.

Please note that offers will not be made during the interview.

For International student applications, in addition to a letter of offer, payment of 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 will be requested.

Acceptance

On receipt of payment, the School will complete a Confirmation of Enrolment Form which will enable parents/guardians to apply for a student visa through the Department of Immigration and Citizenship at www.immi.gov.au. A copy of the student visa must then be sent to the School.

By signed Enrolment Contract, the parents/guardians acknowledge that:

1. students accept the rules of the School (including all of its policies and procedures) and parents co-operate with the School authorities in implementing such rules;
2. parents/guardians have fully and accurately disclosed any information required by the School for its consideration in determining the enrolment of the student;
3. parents/guardians will not disclose any information related to the School to the media; and
4. the School is a fee-paying institution. Parents/guardians agree to pay fees when due unless prior arrangement has been made by the Principal. Fees must be paid in accordance with School's Fee Policy. Cost associated with the collection of outstanding fees and levies is payable by parents/guardians.

Pre-commencement

In the year before a domestic student commences, parents/guardians will be contacted to confirm enrolment. A Confirmation of Enrolment bond will be payable at this time. This bond will be reimbursed upon Year 12 graduation.

For international student applications, the School will conduct a Visa Entitlement Verification Online (VEVO) search to confirm the student's visa status prior to the student commencing.

Cancellation

Application and Enrolment cancellations must be sent in writing to enrolments@stuartholme.com. Enrolment fees are not refundable.

For students already attending the School, one term's notice is required for cancellation.

SELECTION CRITERIA AND ELIGIBILITY

The enrolment of students in the School will be managed in transparent manner.

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:

1. Siblings;
2. daughters and/or granddaughters of Alumnae;
3. students attending Catholic feeder schools; and
4. special consideration is given to boarding students

The School will also take the following into consideration:

1. student's willingness and ability to contribute to the wider life of the School;
2. evidence of good leadership and good character, and

3. date of lodgement of Enrolment Application form, providing the family have not been offered previously and deferred to a later entry point.

Entrance may be accommodated at any time throughout the School year depending on circumstances, however, preference is given to a student requiring admission at the commencement of an academic year.

Completion of an Enrolment Application does not guarantee a confirmed place at the School.

Where the School is at capacity for an applicant's enrolment year, the applicant will be placed on a waiting list and the parents/guardians will be contacted should an enrolment place become available.

Whilst the School does its best to accommodate all enrolment requests, it is unable to guarantee a position to any student.

Failure to disclose a known educational need at any point throughout the application process may lead to the cancellation of the application and/or enrolment.

The School will not be involved in any family matters. In the case of all families, including divorced or separated families, it is the School's assumption and understanding that prior to contacting the School, all parents/guardians are in agreement to the application and possible enrolment of their daughter.

Unless otherwise advised or stated in Family Court Orders, all parents/guardians are responsible for paying the fees and should a place be offered, all parents/guardians must sign the Enrolment Contract.

Failure to pay initial and ongoing fees and costs associated with a student may lead to the cancellation of the application and/or enrolment.

ENROLMENT ENQUIRIES

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

1. School Prospectus;
2. Enrolment Application Form, including any difficulty completing the online application form;
3. current fee schedule;
4. online payment portal for payment of the non-refundable Application Fee (currently \$100);
5. information about the School Bus Network;
6. information about the Bring Your Own Device Program;
7. information about the School Uniform Shop; and
8. any other relevant material based on the academic year requested.

Stuartholme Enrolments will also direct all enrolment applications and enquiries to this Enrolment Policy located on the School website.

FEES

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

DIVERSE LEARNING

The Principal will consider applications for students with educational needs or disability on the same basis as all other applications and keep a place available if the application requires lengthy consideration.

Where a student has disclosed educational needs, a disability, or other information indicating a possible need for education support services, an adjustment is necessary to assist the student to participate in the School's courses or programs or to use the School's facilities or services on the same basis as other students, the School will make an initial assessment of the student's needs. This will include consultation with the student (if possible), and her parents/guardians as part of the collaborative planning process.

In respect of any prospective enrolment, 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.

The Principal may require:

1. parents/guardians to provide medical, psychological or other reports from specialists outside the School, and / or
2. parents/guardians to obtain an independent disability assessment of the student

Where information obtained by the School indicates that the student has educational needs or a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require some reasonable adjustment to assist the student to participate in the School's courses or programs or to use the School's facilities or services that are not required by students who do not have the student's disability.

Where the Principal determines that the student would require such adjustment or adjustments, the Principal will seek to identify whether those adjustments required are reasonable in that they balance the interests, including safety, of all concerned (students and staff). In assessing whether a particular adjustment is reasonable, the Principal will comply with the standards outlined in the DSE.

'On the same basis' means that while all the students will access age-equivalent content, their focus and the way they access it might vary, depending upon their strengths, interests, goals and needs.

Reasonable adjustments are individual to the student, flexible to take in the changes in needs over time, and agreed, through balancing the interest of all parties.

Where the Principal determines that the enrolment of the student would require the School to take unreasonable adjustments to ensure that the student is able to participate in the School's courses or programs, or to use the School's facilities and services, on the same basis as other students, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer.

The School will make adjustments where necessary. There is no requirement for the School to make unreasonable adjustments.

The School will put in place strategies and programs to prevent harassment and victimisation. The School will ensure that staff and students know that it is not lawful to harass or victimise students with disability, or students who have associates with disability, or their carer, assistant animal and/or disability aid. The School will also take reasonable steps to ensure that staff and students know what to do if harassment or victimisation occurs.

DEFINITION OF TERMS

Throughout this Policy, the following terms are defined as:

1. Disability – is in relation to a student, and is as defined by the *Disability Discrimination Act 1992 (Cth)*.
2. DSE – means the *Disability Standards for Education 2005 (Qld)*.
3. Enrolment Application – means 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, which may lead to an offer being made to the parents/guardians of the applicant. It does not guarantee an offer.
4. International student – means a student who is not entitled to reside permanently in Australia but who may be enrolled at a school in Australia under certain circumstances.
5. Offer – means an offer of a place which may or may not be made to the parents/guardians at a time after the Interview, but which is dependent on the conditions expressed in the Enrolment Contract being accepted and is at the discretion of the Principal.
6. parents /guardians – means the persons who at law has responsibility for the long term care, welfare and development of the student; or the day to day care, welfare and development of the student and includes include legal guardians who have applied to have a student placed on the Enrolment Register or enrolled at the School and, where the student has only one parent, means that parent.
7. Policy, means the Stuartholme School Enrolment Policy.
8. 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.