



STUARTHOLME SCHOOL

ENROLMENT POLICY

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:

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.

INTRODUCTION

Stuartholme School is a Catholic, independent day and boarding school for girls in Years 7 to 12.

As a progressive international Sacred Heart School, Stuartholme is committed to providing an education specifically tailored to the individual student's needs through a customised educational experience.

Whilst the primary intake year for Stuartholme is Year 7, vacancies may be available for non-intake years in 8 to 12.

PURPOSE

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

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

ENROLMENT APPLICATION PROCESS

Enrolment for a student at Stuartholme School can be completed by following these steps.

Enrolment Application

Complete the Enrolment Application form online. Follow the three-step process outlined on the 'Enrolment Application' page of the school website to complete an application. A non-refundable application fee of \$100 is payable for each application for enrolment.

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

- a. A copy of the student's birth certificate
- b. Naplan results (if applicable)
- c. School reports (if applicable)
- d. Sacramental documents (if applicable)
- e. Diagnosis Letters from doctor or psychologist (if applicable)
- f. Any additional supporting documentation (if applicable)

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

- a. Student Report Cards from the previous 3 years of study, including a copy of the latest Student Report;
- b. A reference from the student's current or most recent Principal;
- c. Appropriate proof of identity and age;
- d. Completed subject choices form, found in the Senior School Curriculum Handbook;
- e. Written evidence of proficiency in English as a second language;
- f. Clear photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date; and
- g. A letter of release if transferring from another school (if applicable)

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.

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 of \$1,000.

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

For international student applications, in addition to a letter of offer, payment of an Enrolment Bond, one Term of Tuition and Boarding Fees and Health Cover for the period of the student's schooling will be requested.

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.

Pre-commencement

In the year before a student commences, parents/guardians will be contacted to confirm enrolment. A Confirmation of Enrolment bond of \$1,500 will be payable at this time. This \$1,500 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 should be sent in writing to enrolments@stuartholme.com. Enrolment fees are not refundable.

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

SELECTION CRITERIA AND ELIGIBILITY

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
4. Special consideration is given to boarding students

The School will also take the following into consideration:

- a. Student's willingness and ability to contribute to the wider life of the School
- b. Evidence of good leadership and good character, and
- c. 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 Stuartholme 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 Stuartholme 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 is unable to involve itself 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 Stuartholme School, all parents/guardians are in agreement to the application and possible enrolment of their daughter.

Unless otherwise 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:

- a. School Prospectus
- b. Enrolment Application Form
- c. Current fee schedule
- d. Online payment portal for payment of the non-refundable Application Fee (currently \$100)
- e. Information about the School Bus Network
- f. Information about the Bring Your Own Device Program

- g. Information about the School Uniform Shop
- h. 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.

DISABILITY

Where a student has disclosed educational needs, a disability, other information indicating a possible need for education support services, some measures or actions to assist the student to participate in the School's courses or programs or to use the School's facilities or services, the School will make an initial assessment of the student's needs. This will include consultation with the student or his parents as part of the collaborative planning process.

In respect of any prospective enrolment, the Stuartholme 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:

- a. parents/guardians to provide medical, psychological or other reports from specialists outside the College, and / or
- b. parents/guardians to obtain an independent disability assessment of the student

Where information obtained by the School indicates that the student has 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 measures or actions 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 some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular student is reasonable, the Principal will comply with the standards outlined in the Disability Standards for Education (Commonwealth) 2005.

Where the Principal determines that the enrolment of the student would require the College to take unreasonable measures or actions 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 a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer.

DEFINITION OF TERMS

Throughout this policy, the following terms are defined as:

- a. Student – a student enrolled at Stuartholme School or the parent(s)/legal guardian of a student where that student is under 18 years of age;
- b. Parents/Guardians - 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.
- c. Enrolment Application - refers to 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/guardian of the applicant. It does not guarantee an offer.
- a. Interview - refers to applicants who are interviewed with parents/guardians prior to a place being offered.
- b. Offer - refers to 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.
- c. Disability – is in relation to a student, and is as defined by the Disability Discrimination Act (Commonwealth) 1992.