



POLICY

Enrolment

1. PURPOSE

To set out clear guidelines regarding the enrolment process.

2. SCOPE OF POLICY

It is the responsibility of the Principal and delegated staff to enrol students into the College and apply these guidelines.

The enrolment process is applicable to all students/families who are considering enrolment at St Paul's College.

3. POLICY

CONTEXT

St Paul's College is a Reception to Year 12 Co-educational Catholic School in the tradition of Blessed Edmund Rice, established by the Christian Brothers in 1959 and now governed by Edmund Rice Education Australia Colleges Ltd.

PRINCIPLES

As a Catholic School, St Paul's College shares in the mission of the formation of the human person in the image of God. Parents are the primary educators of their children, particularly in the area of faith education. On choosing enrolment of their child into St Paul's College, parents enter into a partnership with the school, focussed on the child's faith development and education.

As an Edmund Rice School, St Paul's College strives to offer a liberating education based on a gospel spirituality, within an inclusive community committed to justice and solidarity.

St Paul's College accepts families regardless of their financial circumstances and encourages open dialogue regarding any financial support that may be required.

The College accepts students with widely varying abilities and needs, and all students have equal access to the educational opportunities provided by the College. The College aims to support students with special needs; however, recognising that resources are finite, assessment of the full needs of any year level in the context of the needs of a student and the capacity of the College to respond to those needs will be considered during the enrolment process.

Other Key principles guide the enrolment of students at St Paul's College. These include:

- St Paul's is an integral part of the Church community and mission of the Catholic Church;
- Welcome for all Catholic families, as well as families from other Churches and faith traditions, and non-religious backgrounds who are prepared to value and respect the ethos, values, liturgical and sacramental practices and traditions of the Catholic Church within the context of the school;
- To provide an open and inclusive enrolment process that enables each enrolment to be judged upon its merits, in accordance with the criteria outlined below. This includes families providing all information that is full and accurate relating to the child, their progress, supports provided/required and associated documentation/reports;
- Consultation with other schools when a student currently attending another Catholic School applies to enrol at St Paul's outside the common transition year from primary to secondary;

- To recognise the collegial and interdependent nature of Catholic Schools by considering the impact of this Enrolment Policy and practices on sustainable enrolment levels at other Catholic Schools;
- To require acceptance and support from parents and students for the above principles and the other policies, rules, programs and expectations of the College.

ENROLMENT PRIORITY CRITERIA

The Principal will exercise discretion in relation to all enrolments.

St Paul's College is transitioning to requiring enrolment applications be submitted in full and at least 24 months (two years) prior to the requested starting date. At that time (two years prior), the enrolment priority criteria are applied to applications, and enrolment interviews may be offered as a next step in the enrolment process.

St Paul's College may consider enrolment applications submitted within the period of two years before the requested starting date, and especially where students are applying outside of the most common Reception and Year 7 intake. However, enrolment priority criteria is applied to applications two years before the requested starting date and so any later enrolment applications cannot be equally assessed against that criteria.

Decisions about enrolments received at least two years prior to the requested start date are considered in order of the following criteria:

1. Siblings of children already enrolled at St Paul's College, and children of College employees;
2. Baptised Catholic children within local parishes;
3. Children of old scholars;
4. Children already enrolled in a local Catholic School;

Enrolment into Reception:

- Children who turn five before May 1 will be admitted into Reception on the first day of Term 1 in that year;
- Children who turn five before October 31 may commence Reception on the first day of Term 3 of that year and must complete 6 Terms of Reception.