ENROLMENT POLICY

PREAMBLE

Mt St Michael’s College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries’ mission, vision and values of justice, love, compassion and hope.

In responding to this call Mt St Michael’s College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

PURPOSE

The purpose of this policy is to assist the College to:

- provide a transparent reference point to those seeking enrolment and those responsible for enrolment at the College; and
- facilitate consistency of approach and process.

PROCESS

The first step in the enrolment process is to complete an ‘Application for Enrolment’ form when your daughter is in Year 3 and submit it to the College together with supporting documentation and a non-refundable Application Fee.

Each year, after the closing date for enrolments, applications will be assessed and successful applicants will be contacted and offered a place at the College. An ‘Enrolment Acceptance Contract’ will accompany this offer and must be completed, signed and returned to the College by the date advised in order to secure a place at the College. A non-refundable Confirmation Fee is also payable at this time.

In the year prior to commencement at the College, families are required to pay a non-refundable Commitment Fee of $1,000 which is off-set against Term 1 school fees.

ENROLMENT CRITERIA

Mt St Michael’s College is a Catholic College for girls operating within the educational philosophy of Mary Aikenhead Ministries and the Philosophy and Practice statement of Mt St Michael’s College.

In the spirit of the College’s Mission Statement, the College:

1. is committed to providing a holistic education that supports students to pursue personal excellence in spiritual, academic, social, cultural and physical domains;
2. is responsive to the diverse needs of students. In keeping with the mission of the Sisters of Charity, the College will give special consideration to the enrolment of students who are materially, socially, spiritually, physically or emotionally disadvantaged; and
3. is committed to securing and using resources to provide a quality education for all students noting that students whose needs require additional services and facilities will be accommodated only if these can be provided reasonably within the resources available to the College and subject to the Principal’s sole discretion in accordance with Appendix 1.

The enrolment process at Mt St Michael’s College operates within the framework of the Enrolment Guidelines of the Catholic Education Office, Archdiocese of Brisbane which states:
“Catholic schools in the Archdiocese give priority in enrolment to students who are baptised Catholics. Schools may
also enrol students from other faith traditions whose families demonstrate that they share in the expressed values of
the school. In such instances schools embrace church teachings regarding respect for the faith journey of individuals
within the religious dimension of school life. The process of enrolment is to be guided by principles of justice and
equity that support Catholic ethos and vision.”

The College gives priority to those applicants whose families have shown a commitment to the Catholic faith and/or
Catholic education and to siblings in such families.

Continuation of enrolment at the College from year to year is dependent on compliance with the Student Responsible
Behaviour Policy, the College Fee Policy and all other relevant policies which may be in place at the relevant time.

**OBLIGATIONS**

The College is bound by Commonwealth and State based legislation including but not limited to the:

- Australian Education Act 2013
- Education (General Provisions) Act 2006 (Qld).
- Education (Accreditation of Non-Government Schools) Act 2001
- Information Privacy Act 2009
- Anti-Discrimination Act (Qld) 1991
- Work Health & Safety Act 2011 (Qld)
- Work Health & Safety Regulation 2011 (Qld)

The College is also bound by the enrolment guidelines of the Catholic Education Office in the Archdiocese of Brisbane
and the Catholic College on the Threshold of the Third Millennium.

**RESPONSIBILITIES**

The College Board has delegated responsibility for:

a) ensuring the Enrolment Policy and enrolment process is developed, documented and published to the
College and wider community;

b) approving the College Enrolment Policy, enrolment process and fee structure;

c) critiquing and determining the composition of the College’s student population to ensure compliance with
this Policy.

The Principal has delegated responsibility for:

a) ensuring that the annual intake of new students reflects the processes outlined above;

b) ensuring that all persons involved in the enrolment process are trained to be conversant with the Enrolment
Policy;

c) ensuring that a regular enrolment report is prepared and presented to the College Board; and

d) making decisions related to enrolment offers in his or her sole discretion.

**REVIEW**

This policy will be reviewed at least every 3 years or as necessitated by legislation. Last Reviewed: 15 April, 2016.

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