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.

RATIONALE
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 enrolment 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 extra 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 a student’s compliance with the Student Responsible Behaviour Policy, the College Fee Policy and any other relevant policy which may be in place at that time.

**OBLIGATIONS**

The College is bound by Commonwealth and State based legislation including but not limited to the Education (Accreditation of Non-Government Schools) Act 2001, the Information Privacy Act 2009, the Anti-Discrimination Act (Qld) 1991, the Work Health & Safety Act 2011 (Qld), the Work Health & Safety Regulation 2011 (Qld) and the Education (General Provisions) Act 2006 (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 principles outlined above;

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

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

d) making or not making enrolment offers to applicants, as the case may be in his or her sole discretion.

**REVIEW**

This policy will be reviewed annually or as necessitated by legislation.

Reviewed 2015.

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APPENDIX 1 – STUDENTS WITH SPECIAL NEEDS

The College can provide learning assistance to students with special needs who require extra services and facilities if these can be provided without causing the College unjustifiable hardship. Deliberate non-disclosure of known special needs may jeopardise a student’s on-going enrolment.

In giving consideration to the enrolment of a student who has special needs, the Principal will:

- Discuss the student's needs with the student and her parents or caregiver and keep detailed notes of that conversation.
- Advise the student and her parents or caregiver of the services and facilities offered by the College and offer an inspection of those facilities.
- Seek the parents’ or caregiver’s views on the additional services or facilities that may be required.
- (If possible) observe the student in her present school setting and ascertain from the student the level of assistance that she is currently receiving and the assistance that she will require in the future.
- Consult with the student’s special education teacher (if applicable).
- Obtain the parents’ or caregiver's written consent to commission reports from any medical practitioners, therapists or other professional involved in treating or assisting the student (at the cost of the parents or caregiver).
- Inquire whether additional funding is available from Government sources to assist with the cost of providing services or facilities for the student.
- Quantify and cost the special services or facilities that may be required and determine whether this additional cost can be met from the College budget.

If the Principal considers that the enrolment of a student with special needs will cause the College unjustifiable hardship, the Principal will provide the parents/caregivers with the reasons for the decision.