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Enrolment Policy (as approved by College Board – March 2019)

CATHOLIC EDUCATION COUNCIL POLICY

When enrolling students, schools give priority to those who are baptized Catholic.

Schools may also enrol students from other faith traditions, whose families demonstrate that they share the expressed values of the school, and who are willing to support and contribute to the school's vision and ethos.

ENROLMENT POLICY and PROCEDURES

Rationale

This policy and set of procedures seek to affirm and particularise the Catholic Education Council's Enrolment Policy at San Sisto College.

Making application for enrolment

Parents complete an Application Form, usually provided within an Enrolment Package. Information about the college contained in the package and on the college website should be read before completing the Application Form.

Parents pay an Enrolment Fee when they lodge their Application Form.

The college accepts enrolment applications during the child's Year 3 year for a Year 7 enrolment.

In the beginning of the year the child is in Year 4, enrolment interviews are conducted. However, the Principal may conduct some interviews of Catholic students from Catholic Primary Schools, at the end of the student's Year 3 year. Parents are required to bring any further information that is relevant to enrolment: Baptismal certificate, recent academic reports, NAPLAN results and special assessment information concerning any physical or learning disabilities, references from appropriate persons such as Parish Priest and current teacher. Applicants may choose to supply other information if they believe that it will enhance their applications. Parents also complete a form advising the college of their daughter's language preference of Italian or Japanese once a placement has been offered.

All applicants to San Sisto need to be aware of the culture of the college as a Catholic school in the Dominican Tradition. As per the Catholic Education Council policy, they must express a desire and willingness to:

- Share in the expressed values of the school
- Contribute positively and actively to enhance the spiritual life of the school
- Commit to and support the Guidelines for the Religious Life of the School
- Participate in and contribute to the achievement of the school mission.

Preferential Enrolment

We have a preferential system of enrolment. That is, preference will be given to Catholics from Catholic schools, Catholics from non-Catholic schools, non-Catholics from Catholic schools, siblings, and daughters of past pupils. However it is important that all applicants lodge their Enrolment Form when their daughter is in Year 3.

Enrolment of siblings is not to be assumed and parents should ensure that they lodge applications by the due dates for their younger daughter/s.

Caleruega

Year 7 and 8

Fanjeaux

Year 9 and 10

Bologna

Year 11 and 12

Interview and follow-up

Prior to the interview, parents will be asked to complete an enrolment application and questionnaire providing details of the child's developmental history and previous schooling record. It is essential that parents are honest in their responses to this questionnaire. Where a parent is found to have deliberately withheld information that is relevant to the enrolment, the enrolment may be cancelled.

Following the interview, the family will be informed of their daughter's success or otherwise as soon as is possible (the exception is where an enrolment support process is deemed necessary). Students who are unsuccessful may be offered a place on the waiting list. Many more applications for enrolment are received than places available.

Once a placement is no longer desirable (such as transfer interstate, acceptance of place elsewhere), we request families to notify us immediately so that we can offer a place to another suitable applicant.

Should a student be successful, parents are required to confirm in writing to the college their intention to take up a position and to include a confirmation deposit with that letter. This is done by signing the Confirmation of Enrolment documents. This deposit is not refundable.

In cases where students seek enrolment at the college during the year or part way through their course of study, the college will reach a conclusion about its ability to offer a position based on availability of subject offerings, requirements for certification and class sizes as well as the usual suitability criteria (i.e. letter from Parish priest). Priority will be given to Catholic students transferring from Catholic schools where possible.

Supported enrolment (EASP: Enrolment Application Support Process)

In those cases where a student requires significant support due to cognitive, physical, sensory or social-emotional a "Supported Enrolment" process will occur. In such situations, parents will meet with the Support Teacher: Inclusive Education and with other personnel – usually the principal and Brisbane Catholic Education consultants, to determine the level of support required. This process is designed to provide our students and parents with a realistic understanding of the support that can be expected, to plan for any reasonable adjustments that need to be made to the timetable/scheduling, and to plan for any adjustment in staffing required. Transition planning will be undertaken the year before entry to update student information in order to plan for adjustments.

Changes in family circumstances

The college recognises that changes may happen with family living arrangements during the six years that their daughter attends the college. In the situation where a change in the student's living situation occurs, the college should be notified of such changes. Should this change involve a separation of parents, the college should be informed of any change of address and, where relevant, of the details of any parenting plan which is in place. A clear understanding of issues associated with access to the student and to information about the student should be established at this point.

Students living outside their family home

The college does not support students choosing to live outside their family home. Where a suitable family environment is available to the student, the college expects students to live with their family. The college believes in the importance of a parent's role in the life of their adolescent. Should the student insist on remaining in a living arrangement outside the parental home, her enrolment may be withdrawn.

Students sustaining serious injury during their term of enrolment

Where a student, during her enrolment, suffers a significant injury that has an impact on her physical or intellectual capacity, the enrolment of the student will be reviewed. With the support of the appropriate staff from BCEO, an assessment of the student's suitability to return to schooling at the college will be made. Issues which will inform the decision would include access (for those with physical disability) and support (for those with a learning disability). The final recommendation about whether to continue the enrolment will be based upon consideration of what will provide the best opportunity for the student to continue her education. This decision will reflect a balance between what the college is reasonably able to provide by way of support and what the student requires following her injury.

Re-enrolment

If a student leaves the college to complete her secondary education elsewhere, it is not usual that she be permitted to re-enrol except in special circumstances.

Students with Special Needs

San Sisto College recognises that there are students with special needs, and endeavours, as far as possible, given the available resources, to enhance and support the learning of such students. A number of people at the College will be involved in dealing with the development of appropriate courses of study. These include the Support Teacher: Inclusive Education (ST:IE), School Officers – Learning Support, the ESL Teacher and the College Psychologist. Depending on the nature of the special needs of the particular student, the relevant person will organise and coordinate assessment of student needs and implementation of appropriate programs of study and support.

Enrolment Numbers

The college is master planned to be a 5-stream school with up to 140 students being offered places in each year level. Apart from meeting the criteria as set in the policies above, enrolment in the college also depends on the availability of vacancies in the classes.

The overseeing of the Enrolment Policy and Procedures rests with the Principal. Because of the complexity of having a greater number of applications than places:

- a) a preferential policy of enrolment;
- b) a requirement of contribution by successful applicants to the spiritual life of the college;
- c) participation in and contribution to the achievement of the school mission; and
- d) a need for there to be vacancies in the class/es to which enrolment would necessitate and/or be deemed appropriate and/ or is sought

The Principal will make an analysis of all presenting data before making an offer of acceptance.

