



## **Xavier Catholic College Enrolment Guidelines and Procedures**

### **Guidelines**

The purpose of Xavier Catholic College's enrolment guidelines and procedures is to establish an alignment between the values, ethos and goals being promoted by the College and those of the applicants and their families.

Our aim is to develop young women and men of competence, conscience and compassion with an attitude of excellence and service. This can only be achieved when college, parent and student expectations are aligned. A yearly re-enrolment agreement reminds children and their families of their commitment to these values, ethos and goals.

Accordingly, a process of discernment regarding the offer of places will be undertaken by the College following receipt of enrolment application. Each application will be considered on its merits with considerations such as:

- Whether the applicant is the sibling of a current or past student of Xavier Catholic College
- The applicant's educational and behavioural history
- A student's cultural and religious traditions and family's commitment to Christian ideals through the practice of their faith and/or enrolment of their children in 'church based' schools
- The student's potential contribution to the Xavier community
- The College's capacity to cater for the talents and needs of each applicant including those who fit within the "students who are at the margins of society and/or Out-of-Home Policy (9)".

While students enrolled at Star of the Sea Catholic School will be given the highest priority, enrolment should not be seen as automatic or guaranteed. Similarly, ongoing enrolment of all students is subject to students and families meeting College expectations.

The order of receipt of applications has no bearing on order of positions offered.

Non-disclosure of any information relevant to the application may result in cancellation of the enrolment process or a student's enrolment.

Enrolment of students with special needs will proceed according to guidelines set down by Brisbane Catholic Education. If special needs become apparent after enrolment, the process for support may be started at any time. It is the responsibility of parents to disclose all relevant information regarding a child's special needs at the time of making application for enrolment. The documents "Students with Disabilities Policy (6)" and "Enrolment Application Support Procedures for Students Requiring Significant Educational Adjustments (7)" are available on request or can be downloaded from the Brisbane Catholic Education website [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au)

## Processes

Enrolments will be advertised for main intake year levels during Term 2 in the year preceding enrolment. Enrolment packages will be provided upon request or can be downloaded from College Website. A due date for receipt of enrolment applications will be advertised and included in the enrolment package.

Acknowledgement of receipt of an application form will not guarantee an enrolment interview or an offer of enrolment. Applications must contain all required information (e.g. Birth Certificate, Baptismal Certificate, latest School Reports, etc.) before the application can be processed. Applications submitted after the advertised due date (for main intake year levels - Prep and Year 7) cannot be guaranteed an enrolment interview and/or offer of a position.

Applicants and their families may be offered an enrolment interview with a member of the College's Leadership team. Applicants will be notified in writing of the outcome of the interview process and whether a position is offered. All enrolments are at the discretion of the Principal.

Families offered a position will be notified of the timelines and procedures for acceptance of the offer. The Enrolment Deposit, less the Resources Bond, will be credited to the family's fee and levy account for the following year. An Administration Fee may be charged for families cancelling enrolment after accepting a position.

In accepting an offer of enrolment, parents agree to commit themselves to working in co-operation with the College for the benefit of their child. There is an expectation for ongoing support for and commitment to:

- education in the Catholic Christian tradition and religious practices of the school
- engagement in learning processes where students are challenged and motivated to do their best
- attendance at College formation and information sessions
- the College's Code of Conduct and high expectations for student behaviour
- all school rules, regulations and procedures
- full participation in school based activities to the best of a student's ability
- payment of school fees and levies in line with the "Financial Accessibility of Catholic Education Schools Policy (8)"

All new Prep and Year 7 families will be expected to attend an orientation information session prior to their children starting classes. In addition, new parents will be expected to attend at least two Parent Formation sessions during the first two years from enrolment acceptance. These sessions will focus on our Ignatian spirituality and the College's tradition, values, ethos and goals.

Unsuccessful families may be given the opportunity to remain on a waiting list. Subsequent enrolment offers will be made upon positions becoming available in accordance with enrolment guidelines and processes.

1. Sacred Congregation for Catholic Education, *The Catholic School N.S.W.*, 1977 n7, p7
2. *Melbourne Declaration on Educational Goals for Young Australians*, 2008, Ministerial Council on Education, Employment, Training and Youth Affairs.
3. Archdiocese of Brisbane, *Queensland Bishops' Catholic Schools Research Project Archdiocese of Brisbane 1998- 2001*, Brisbane, 2001, p.6.
4. Congregation for Catholic Education, *The Catholic School on the Threshold of the Third Millennium*, N.S.W., 1998, n14, p17.
5. Congregation for Catholic Education, *The Catholic School on the Threshold of the Third Millennium*, N.S.W., 1998, n14, p17.
6. Catholic Education Council (2008). *Students with Disabilities Policy*, Brisbane Catholic Education, Brisbane.
7. Brisbane Catholic Education (2006) *Enrolment Application and Support Procedures for Students requiring Significant Educational Adjustments*, Brisbane Catholic Education, Brisbane.
8. Catholic Education Council (2008). *Financial Accessibility of Catholic Education Schools Policy*, Brisbane Catholic Education, Brisbane.
9. Catholic Education Council (2009). *Students who are the Margins of Society and/or Out-of-Home Policy*, Brisbane Catholic Education, Brisbane.
10. Archdiocese of Brisbane, (2008) *Guidelines for the Religious Life of the School*, Catholic Education, Archdiocese of Brisbane.