



ENROLMENT

Policy Reference/Version – 29/2

Policy

The mission of Brigidine College is to provide a holistic Catholic education for girls that challenges “young women to act in the world with strength and gentleness” (Mission Statement). The College is a supportive and inclusive school and all students are welcome to apply. In processing enrolments, consideration is given to the following criteria:

- Sisters of Brigidine students and ex-students/other ‘Brigidine’ connection
- Daughters of ex-students
- Students attending Catholic parish schools or other Catholic schools
- Religious identity
- Those able to demonstrate a case for "special consideration" (interstate move)
- Date of receipt of application
- In the case of sisters of existing or past students with sound financial standing with the College.
- Discretion of the Principal.

The College reserves the right to defer or withhold the offer of a place in its discretion, particularly when the parents, having been aware of their daughter’s specific educational needs, decline to declare those needs or to withhold information pertinent to their application. The College also reserves the right to terminate an enrolment where there are not sufficient resources to adequately deal with a student’s needs and /or where the parents have withheld knowledge or information pertinent to these needs.

Guiding Principles

- The principles of due process will apply to all applications.
- In all cases, the College will seek to achieve a congruence of values between the applicant’s family and the school based on respectful relationships.
- All enrolments are at the discretion of the Principal. Due regard is given to recent School reports and other such evidence placed before the College (eg testimonials, references) that would suggest a congruence between home and school.
- Withdrawal of a student enrolment will reside with the Principal.
- All applications are subject to there being appropriate vacancies. The College has a policy of containment of enrolments so that it can continue to function as a school of the most desirable size.

Students with Disabilities



Catering for a broad range of abilities, Brigidine College St Ives accepts girls who have special learning needs and disabilities. The Learning Support staff assist girls with special education needs and guide all staff in adaptive and differentiated practice to ensure a student's inclusion. The resources in the College are finite and a current formal assessment of each student's application (See Appendix 1) needs to be made in context of school capacity at the time of interview. Notwithstanding this, all students have equal access to the education opportunities provided by the College.

Conditions of Enrolment

(note these are in the Letter of Acceptance of Offer)

These Conditions are to be agreed to by parents or Carers when they accept an offer of a place for a student at the College.

1. Financial Obligations

1. Parents/Carers agree to pay the College all fees for tuition, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the College Board and as published from time to time.
2. The College may refuse entry to, or terminate the enrolment of, a student whose fees are in arrears.
3. All fees are payable in advance and one full term's notice in writing must be given to the Principal before any student is removed. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, we agree to pay one full term's fees.
4. Parents/Carers understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
5. Parents/Carers authorise the College to incur expenditure on their behalf such as purchases of books, stationery and equipment.

2. General Conditions

1. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if Parents/Carers are not readily available to authorise such treatment, they authorise the Principal or, in her absence, a responsible member of the College staff to give the necessary authority for such treatment and agree to pay all medical and ambulance expenses incurred on behalf of the student.
2. All students are to support the ethos and to abide by the rules of the College as set out in the appropriate publications such as the Parent Portal and Student Handbook and as published from time to time at the Principal's discretion. The attention of students and parents is particularly drawn to the College's policy on Student Management available on the College website.
3. Parents/Carers accept that the College may determine which particular courses and activities are offered and/or provided at any time and which of these courses and



activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Principal:

- (a) Sports Carnivals
- (b) Year Camps and Retreats
- (c) College Community events
- (d) Liturgical events.

4. Parents/Carers acknowledge that the Principal may exclude a student if she considers that a mutually beneficial relationship of trust and cooperation between a parent/guardian and the College has broken down.
5. Requests for leave from College activities, including academic and cocurricular programs, and at the end of term and/or late return from breaks are considered only in the most exceptional cases and must be applied for in writing to the Principal.
6. Parents/Carers understand that students must follow conventional standards of dress and appearance in accordance with the expectation of the College community.
7. Parents/Carers accept the College's Student Management policy available on the College website. The College does not allow any form of corporal punishment. The focus of student management in the College draws on the principles of restorative justice.
8. Parents/Carers acknowledge that the College seeks to maintain an environment that is safe for all students and in which learning can take place. Parents/Carers also acknowledge that to this end the Principal or her nominee may search the student's bag, locker or other possessions when there are reasonable grounds to do so.
9. Parents/Carers understand that the College requires parents to be actively involved in the College through attendance at parent-teacher interviews and parent forums; and encourages participation in courses offered by the College relevant to students' education and assistance to the College in a voluntary capacity from time to time.
10. Parents/Carers understand that the College requires parents to observe College security procedures for the protection of students from direct contact with those outside the College during school hours and that they are only to make contact through the College Student Services.
11. Parents/Carers acknowledge that the student's personal property is not insured by the College, which does not accept any responsibility for loss.
12. Parents/Carers acknowledge that the College may from time to time collect personal information about parents and students which may be necessary for the College's function or activities. They authorise the College to use and disclose information in such a manner as the Principal may deem appropriate for the purpose of the student's education, health, care, welfare or development. The College is committed to ensuring the privacy of student



information and adheres to all current legislation regarding the security of personal information.

13. Where relevant, Parents/Carers agree to provide to the College all current Family Court or other court orders relating to them and the student.
14. Parents/Carers understand that Academic reports will be available to parents on the Parent Portal. When parents are separated or divorced, reports will be available to both parents on request unless they provide an order of a court or an agreement which provides that reports are to be sent to one parent.
15. Parents/Carers acknowledge that they have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, Parents/Carers agree to notify the College immediately. They understand that if they have failed to disclose or not fully disclosed any material matter, either in the application form or subsequently, the College may, if the student is not enrolled, withdraw the offer or, if enrolled, terminate the enrolment without notice.
16. Parents/Carers also agree to complete the student's medical form accurately and provide updates on request.
17. These conditions may be changed by the College by giving not less than two terms' notice.

Overseas students

Brigidine College does not currently accept Full Fee Paying Overseas Students.

Related Documents

BCSI Enrolment Procedures
Complaints and Grievances –
Parents Privacy Policy

Person Responsible

BCSI College Board through the Principal (Director Development and Community Relations as the delegate)



ENROLMENT PROCEDURES

Initial Applications for Admission

Applications can be made at any time by completion of an Application for Enrolment form, supporting documentation and payment of a non-refundable Application Fee. A covering letter should be included, with the application, indicating reasons for seeking to enrol one's daughter at Brigidine College St Ives.

The supporting documentation required will be:

- the completed application including a passport photo of the student
- a copy of the Birth Certificate
- NAPLAN results if applicable
- a copy of the most recent school report if applicable
- any sacramental certificates
- any court orders that exist pertaining to the Carership arrangements for the child
- an explanation to explain the reason for transfer from another school for any student seeking entry in Years 8-12.

All applications are:-

- acknowledged in writing
- entered in Enrolments database
- prioritised – ER (Existing Relationship), FS (Feeder School), BC (Baptised Catholic), W (Wait)
- filed in year order.

Application and Offer of Enrolment for Year 7 Entry

Prior to the date of enrolment all applications are reviewed. This usually occurs two years prior to commencement but may vary at the discretion of the College. Written requests for information to be updated are sent by the Registrar for all relevant files. Parishes, schools and the Brigidine community are advised that the extension of offer process is commencing. Applicants are invited to attend an Enrolment Interview with a member of the Leadership Team or an authorised delegate and offers are extended based on the priorities as listed.

Offers include:-

- Letter of offer
- Acceptance of Offer Form
- Schedule of current fees

As offers are extended, the database is updated.

An Offer is confirmed upon receipt of the Acceptance of Offer form, signed by both parents as appropriate, and the non-refundable Enrolment Fee payment.

Once the Acceptance of Offer is confirmed in writing, the database is updated and files are re-filed as "confirmed".

Students with disabilities: see Appendix 1



Withdrawals of applications

Any parent withdrawing an offer of enrolment of application for a future students is requested to submit confirmation in writing or electronically. The database is updated with the application re-prioritised to 'X' to signify a withdrawal. The files are archived by year of proposed entry.

Updates to files

Any update to an Application for Enrolment that is received by the Registrar's office is acknowledged in writing by the Registrar.

Maintenance of register

The SAS database holds records for students, families, past students and staff. This register is maintained by the Registrar based on information received.

Withdrawal by current student

Confirmation is requested in writing and acknowledged, including the destination school that the student is transferring to.

The database is updated to reflect this change, and a Student Movement Notice is issued to staff and the physical file goes to archives where it is filed alphabetically.

Where applicable AHISA schools are notified.

Change of details

Student Update Forms are given to the student for completion. The database is maintained by the Registrar.

Incoming year 7

Communication:

- Invitation to Open Day: letterbox drop 2 weeks prior; invitation also sent via email to all who have registered
- Invitation to Welcome Day: date emailed in July followed by invitation by mail in September
- Invitation to Assessment Day: date emailed in July followed by invitation by mail in September
- Invitation to Parent Information Evening: date emailed in July followed by invitation by mail in September
- Information Package: distributed at Information Evening

Events

Welcome Day: students

Assessment Day: students

Information Evening: parents

In addition, students and families are invited to key events such as the school musical, Music Gala and Dance Spectacular.



“Wait List”

Request to remain on “Wait List” for incoming year mailed to relevant students in August/September of year prior.

Mid-year applications Years 7-12

Completion of Application for Enrolment

Interview with Principal

Interview with Deputy Principal Teaching and Learning if applicable

Interview with Year Coordinator if

applicable. Liaison by Registrar with:

- Deputy Principal Teaching and Learning to prepare subject selections and timetable
- Year Coordinator re Mentor Group and House, as well as arrangements for commencement day.

Registrar sends notification of new arrivals to staff via Student Movement

Notice. Registrar sends Advice to AHISA schools where relevant.

Follow up by Registrar two weeks after commencement; identification of any outstanding issues with parents and communicated to Year Coordinator.



Appendix 1 - Disability

Where a student has declared learning support needs or a disability or other information has come to light indicating a possible need for education support services or for some measures or actions to assist the student to participate in the College's courses or programs or to use the College's facilities or services, the College will make an initial assessment of the student's needs. This will include consultation with the student and the student's parents. In addition, the Principal may:

- a) require the parents to provide medical, psychological or other reports from specialists outside the College, these reports to be current at the time of interview.
- b) obtain an independent assessment of the student. Where information obtained by the College indicates that the student has a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine what reasonable adjustments the student would require to assist the student to participate in the College's courses or programs or to use the College's facilities or services. In assessing whether a particular measure or action for a particular student is reasonable, the Principal will have regard to all the relevant circumstances and interests, including:
 - a) the student's disability;
 - b) the views of the student or the student's parents about the particular measure or action required, the extent to which the particular measure or action would ensure that the student was able to participate in the College's courses or programs or to use the College's facilities or services on the same basis as a student without the disability;
 - c) the effect of the adjustment on the student, including the effect on the student's:
 - i. ability to achieve learning outcomes; and
 - ii. ability to participate in courses or programs;
 - and iii. independence;
 - d) the effect of the particular measure or action on anyone else effected, including the College, its staff and other students;
 - e) the costs and benefits of taking the particular measure or action. The College will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the College.