Brigidine College
St Ives

ENROLMENT POLICY

Policy Reference/Version – 401-7

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 and 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" (eg 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 diverse needs and disabilities. The Diverse Learning Support unit is specifically designed to assist girls with needs, however, the resources of the unit and 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 enrolment interview. Notwithstanding this, all students have equal access to the education opportunities provided by the College.

Conditions of Enrolment
(Note: these are included in the Acceptance of Offer Contract)
These Conditions are to be agreed to by parents or guardians when they accept an offer of a place for a student at the College.

Financial Obligations

1. 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 by the invoiced due date and one full term's notice in writing must be given to the Principal before a current student is withdrawn. This notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, parents are required to pay one full term's fees.
4. 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. Understand that permission must be given by the Principal for any student leave of absence.
6. Authorise the College to incur expenditure on our behalf such as purchases of books, stationery and equipment.
7. Agree that both parents will be jointly and severally responsible for all school fees.

General Conditions

8. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Principal or in her absence a responsible member of the College staff to give the necessary authority for such treatment and we agree to pay all medical and ambulance expenses incurred on behalf of the student.
9. 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 Handbook and Student Diary 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 requirements for behaviour, home study, attendance and leave.
10. 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:

- Sports Carnivals
- Year Camps and Retreats
- College Community events
- Liturgical events

11. The Principal may exclude a student if he/she considers that a mutually beneficial relationship of trust and cooperation between a parent and guardian and the College has broken down.
12. 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.
13. Students must follow conventional standards of dress and appearance in accordance with the expectation of the College community and the College's Student Uniform Policy.
14. Parents accept the College's Student Management Policy contained in the Student Diary and Parent Handbook. Parents agree to support the administration of the College's Student Behaviour Management Policy. In particular, Parents accept that the Principal may in accordance with College Policy, dismiss the student for breaches of rules or discipline.
15. Parents acknowledge that the College seeks to maintain an environment that is safe for all students and in which learning can take place. To this end the Principal or their nominee may search the student's bag, locker or other possessions when there are reasonable grounds to do so.
16. 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.
17. 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 Parents are only to make contact through the College Reception.
18. Student's personal property is not insured by the College, which does not accept any responsibility for damage or loss.
19. 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. Parents 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.
20. Where relevant, Parents agree to provide the College with all current Family Court or other court orders relating to us and the student. The College has a Privacy Policy dealing with the confidentiality of such information.
21. Academic reports will be sent to the address notified by the parents and guardians. When parents are separated or divorced, reports will be sent to both parents on request to the address notified by each parent unless we receive an order of a court or an agreement which provides that reports are to be sent to one parent.
22. Parents must fully disclose 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 agree to notify the College immediately. If Parents fail to disclose or not fully disclose 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.
23. Parents agree to complete the student's medical form accurately and provide annual updates on request.

24. Parents acknowledge that they have read and understood the College's Privacy Policy which is accessible on the Brigidine College Website and Parent Portal. https://www.brigidine.nsw.edu.au/privacy-policy/
25. 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 1009-3
Privacy Policy 404-3
Student Uniform Policy 1026-4
Student Behaviour Management Policy 1021-4

Person Responsible
BCSI College Board through the Principal (Director Community Engagement as the delegate).

Policy Administration

Version	Person Responsible	Approved By	Date Approved	Notes	Next Review Date
401-7	Principal	Principal	26/10/2026	Replaces 401-6	23/10/2027

Procedures

Initial Applications for Admission

Applications can be made at any time by completion of an Application for Enrolment form, uploading supporting documentation and payment of a non-refundable Application Fee. 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 guardianship 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:

- received electronically through the College's CRM Digistorm Funnel
- acknowledged in writing
- entered in the Admissions database in Sentral at time of interview
- 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

Up to two years prior to date of enrolment all applications are reviewed. Emailed requests for information to be updated is sent by Enrolments Office for all relevant files. Parishes, schools and the Brigidine community are advised that 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:

- Electronic 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 for a future student is requested to submit intention of withdrawing in writing by email to the Enrolments office. The Enrolments Office will communicate with the family to determine a reason for withdrawing. The files are archived by year of proposed entry. No financial penalties are incurred with future students.

Withdrawal by current student

For current students withdrawing from the College, parents must give at least one full term's notice in writing to the Principal, including the destination school that the student is transferring to. Where insufficient notice is given, one term's fees will be payable.
For withdrawal at the end of a school year, notice must be received by the end of Term 3.
Withdrawal at the start of a school year will incur fees for Term 1. The Finance Department will provide a final statement of account.
Confirmation of withdrawal will be formally acknowledged by the Principal.
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.

Updates to files

Any update to an Application for Enrolment that is received by the Enrolment's office is acknowledged by email and uploaded to the students' file in Digistorm Funnel and Sentral.

Maintenance of register

The Digistorm Funnel CRM holds records for future students and the Sentral database holds records for future and current students, families and past students. The register for future and current students and families is maintained by the Enrolments office, the register for past students is maintained by the Alumni and Community Relations Coordinator based on information received.

Change of details

Details are changed through the Sentral portal by parents. Once notification is received, the database is maintained by the Reception staff and Enrolments office.

Incoming year 7

Communication

All communication to future families is executed through the Digistorm Funnel. The following events take place for the incoming Year 7:

- Invitation to Welcome Day: Email dates in July followed by invitation by email in September.
- Invitation to Assessment Day: Email dates in July followed by invitation by email in September.

- Invitation to Parent Information Evening: Email dates in July followed by invitation by email in September.
- Information Package: Distributed electronically after Parent Information Evening.

Events

Welcome Day: students
Assessment Testing Day: students
Information Evening: parents
In addition, students and families are invited to key events such as the College Musical, Music Gala, Dance Spectacular, Christmas Markets and Carols by Candlelight.

Mid-year applications Years 7-12

- Completion of Application for Enrolment
- Interview with Principal or Deputy Principal as applicable
- Interview with Director Wellbeing and Year Coordinator if applicable
- Liaison by Enrolments Manger with:
    - Deputy Principal Teaching and Learning to prepare subject selections and timetable
    - Year Coordinator for Mentor Group and House, as well as arrangements for commencement day.
- Enrolments Manager sends notification of new arrivals to staff via Student Movement Notice
- Enrolments Manager sends advice to AHISA schools where relevant
- Follow up by Enrolments Manager two weeks after commencement: identification of any outstanding issues with parents and communicated to Year Coordinator.

Appendix 1 - Disability

Where a student has declared education 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:

- require the parents to provide medical, psychological or other reports from specialists outside the College. These reports need to be current at the time of interview.
- 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 whether the student, if enrolled, would require some measure or actions to assist the student to participate in the College's courses or programs or to use the College's facilities or services that are not required by students who do not have the student's disability. Where the Principal determines that the student would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected.

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:

- the student's disability;
- the views of the student or the student's parents about:
- whether the particular measure or action is reasonable;
- 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;
- the effect of the adjustment on the student, including the effect on the student's:
    - ability to achieve learning outcomes; and
    - ability to participate in courses or programs; and
    - independence.

- the effect of the particular measure or action on anyone else effected, including the College, its staff and other students;
- 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.

In determining whether taking the required measures or actions, even though they are reasonable, would impose unjustifiable hardship on the College, the Principal will take into account all relevant circumstances of the case, including:

- the nature of the benefit of detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the College, the student, the family of the student and the College community); and
- the effect of the disability of the student; and

- the College's financial circumstances and the estimated amount of expenditure required to be made by the College; and
- the availability of financial and other assistance to the College. Where the Principal determines that the enrolment of the student would require the College to take unreasonable measures or actions to ensure that the student is able to participate in the College's courses or programs, or to use the College's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer.