



Enrolment Policy

<p>College Statement</p>	<p><i>Brigidine College Indooroopilly is a Kildare Ministries Independent Catholic Girls Secondary College for students from Year 7 to Year 12 (from year 5 from 2024). The College is committed to the Brigidine vision of transformation of society through faith and education. It has a proven record of providing quality and affordable education for the empowerment of young women. The College strives, in the spirit of Brigid, to build a true community of students, parents and teachers, reflecting gospel values. The College motto, Fortiter et Suaviter (Strength and Gentleness) is lived daily in all interactions. There is an emphasis on the individual and the common good in all aspects of College life.</i></p>		
<p>Date Approved</p>	<p>22 August 2022</p>	<p>Policy Owner</p>	<p>College Board</p>
<p>Next Review Due</p>	<p>2023</p>	<p>Author</p>	<p>Risk and Compliance</p>
<p>Scope</p>	<p>This Policy applies to parent/s and/or guardian/s who are considering applying to enrol their daughter into Brigidine College.</p>		
<p>References</p>	<p>Related Documents</p> <ul style="list-style-type: none"> • Fees Policy • Privacy Policy • Mission Statement • Online Enrolment Application Form • The Acceptance of Offer 		
<p>Contact</p>	<p>office@brigidine.qld.edu.au</p>		

1.0 Policy

Brigidine College (the College) strives to build an inclusive community and accepts enrolment applications from parents/guardians who seek a Catholic education for their daughter. The Enrolment Policy sets out how families with daughters may enrol at Brigidine College and the selection criteria used to select young women to attend the College. The College seeks to manage enrolments to provide optimal learning opportunities for students.

Parents/guardians seeking to enrol a student at Brigidine College must provide a commitment to support the mission and values of the College. This requires the student to fully participate in the faith life of the College; that is, no matter the faith background of the student, the student is expected to participate in the formal Religious Education curriculum, Mass, Liturgies, prayer and homeroom as well as contribute to cultural days where the College celebrates diversity.

2.0 Selection Criteria

The College aims to foster the development of Catholic faith and spirituality as well as to empower our young women to create a more just society, within and beyond the College. The College welcomes students from all religions, cultures and backgrounds who wish to embrace its values. Each application will be considered and determined by the Principal or the Principal's delegate on its merits having regard to the criteria below. The below selection criteria are not listed in order of priority.

- Students who are Catholic.
- Students who are sisters of present or past students.
- Students who are daughters or granddaughters of past students.
- Students who are daughters from families with strong ties to Brigidine College.
- Students who attend Catholic schools.
- Students who belong to other faith traditions, cultures, or backgrounds.
- Students who demonstrate high academic potential.
- Students who demonstrate excellence in sport or the arts.
- Students who demonstrate a commitment to social justice.
- The student's past conduct and commitment at school.
- Recent school reports and further documentation to support the student's application.
- The College's ability to cater for the specific talents and needs of each student.
- Special consideration may be provided to the enrolment of students identified as disadvantaged (economic, social).
- Date of receipt of application may be considered.

Offers for Enrolment

The first round of enrolment offers for Year 5 are generally confirmed by the end of Term 1 of the year the student is in year 3.

The first round of enrolment offers for Year 7 intake are generally confirmed by the end of Term 1 of the year the student is in Year 4.

This is in accordance with an agreement amongst R.I. Catholic Girls Schools in Brisbane. The Principal may make further offers periodically or at other times as deemed appropriate.

Citizenship and Residency Requirements

Students must be Australian Citizens, Australian Residents (permanent or temporary) or New Zealand Citizens to enrol at the College. Documentary evidence must be provided to the College at the time of application. The College does not accept international students.

3.0 Intake Times

The College accepts applications for enrolments at all times during the year.

The largest intakes occur at the start of Year 5 and Year 7. Parents/guardians are encouraged to commence the application process as early as possible, as spaces are limited.

Enquiries regarding enrolments for other times should be directed to the Admissions Officer. Provision of a place will be at the discretion of the College Principal.

4.0 Waitlisting Applications

Where a year group has reached its capacity, the College will waitlist further applications for that year group. Should a place become available, the parents/guardians may be offered a place for their daughter. The College requires a response to the offer of a place within 48 hours of notification being provided to the parent/guardian.

5.0 Access and Diverse Learning and/or Medical Conditions

The College is able to provide inclusive support to students with diverse learning needs following a detailed review process by the Access and Diverse Learning Program Leader.

For students with medical condition/s, including mental health conditions, the College is able to provide support to these students following a detailed review process by the College Leadership Team.

Parents/guardians must notify the College (Duty of Disclosure – Application form) at the enrolment application stage of any diverse needs that the student has or of any other concerns about the student. Where applications are received for students with diverse needs, the application will, in the first instance, be considered according to the selection criteria outlined in section 2 of this document.

In addition, an enrolment assessment process involving the physical, human, curriculum and financial resources of the College and the needs of the student will be undertaken. Where the College is unable to support the student, the College will communicate this with the parents/guardians.

In giving consideration to the enrolment of a student who has diverse needs, the Principal or delegate may:

- Meet with the student and their parents/guardians to determine if the College can provide the required support.
- Seek the parents' advice on the diverse services or facilities that may be required.
- (If possible) observe the student in the student's present school setting and ascertain from the student and the current school, the level of assistance that the student is currently receiving and the assistance that the student may require in the future.
- Consult with the student's special education teacher (if applicable).
- Consult with the student's health practitioners (doctors, psychologists etc).
- Obtain the parents' 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).

Non-disclosure of known diverse needs may have implications for the ongoing support of a student. The College reserves the right to withdraw a student's place at the College or cease the application process should the College determine that full disclosure regarding the student's needs was not forthcoming during the application process.

5.1 English as an Additional Language or Dialect (EAL/D)

Students whose first language is not English may require additional support to further enhance their educational journey. This may require students to undertake additional lessons to support their English proficiency. Additional information regarding the student's English proficiency may be required by the College.

5.2 High Potential Learners

Programs of Excellence are designed to develop the academic, social and emotional skills of our high potential learners. The Programs aim to provide students with an opportunity to work with like-minded peers in a supportive and academically challenging environment that fosters confidence and success. Spaces are limited and acceptance will be based on merit.

To apply for the Programs of Excellence please refer to the College website.

6.0 Financial Liability

All parties responsible for the payment of College Fees and other costs must sign the Acceptance of Offer form.

The Acceptance of Offer is a legal contract and binds signatories to their financial commitments to the College.

7.0 Family Situations / Court Orders

The College recognises that there are a variety of parenting arrangements in place.

Where parenting orders have been issued by the Courts, the College is required to adhere to these plans. It is a requirement that the parents/guardians provide the most current Court Orders available to the College upon application and/or in the event of a change of circumstance.

Please note, unless otherwise specified, Court Orders require the agreement of both parents for educational decisions. As such, both parents must agree to the choice of school for their child. If the parents are unable to agree, the College will be unable to enrol the student. Parents may consider seeking legal advice to seek consensus.

Where both parents agree that the student should attend the College, but the financial responsibility will be borne by one party, the non-financially responsible party will provide written agreement that their daughter is able to attend the College.

8.0 Bursaries / Academic Scholarships / Sponsorships

The Principal may offer Bursaries and/or Academic Scholarships/Educational Sponsorships to students at their discretion. Please refer to the College Website for details.

9.0 Cancellation of Enrolment Application or Enrolment

Should a parent/guardian wish to withdraw from the application process, they may do so at any time. All previous payments shall be forfeited.

Should a parent/guardian wish to withdraw a current student from the College, written notification of this intention is to be provided to the Principal. One term's notice is required. A parent/guardian who does not provide the required written notice, will be liable to pay the College an amount equal to one term's fees in lieu of such notice.

10.0 Cancellation of Enrolment by the College

The College's Principal or delegate has responsibility for the wellbeing of students and staff. The College Principal has the right to cancel a student's enrolment at the College in the following circumstances:

- For breach of the rules;
- For non-payment or late payment of tuition fees or levies;
- If the parents/guardians fail to provide required information or have provided any false or misleading information to the College;
- If the behaviour of the student/parents/guardians is unacceptable (for example, but not limited to, abusive, violent, disruptive, harassing and/or threatening behaviour, breach of privacy or other illegal matters);
- If the student's circumstances change and those circumstances impact the College's ability to provide the necessary resources to accommodate the student's needs.

11.0 Policy Review

The Enrolments Policy, including the selection criteria, may change at any time at the discretion of the College. The decision to accept or deny an enrolment application is at the sole discretion of the College.

The Policy may be reviewed any time before the nominated review date.

Revision History

Document Number	Revision Description	Approval
Version 1	Original Policy	2008
Version 2	Update to Policy and Procedures	2013
Version 3	Update to Policy and Procedures	2015
Version 4	Update to Policy and Procedures	2022

END OF POLICY