Enrolment Policy and Procedures

Policy

Mt Maria College Petrie will seek to enroll students, who with their parents or caregivers, can commit to the values and expectations of our Catholic, Christian community.

Rationale

The Archdiocese of Brisbane Catholic Education Council provides a clear policy on the Enrolment of Students (July 2012) in Catholic Schools. It states that schools in the Archdiocese give priority in enrolment to students who are baptised Catholics. Schools may also enroll students from other faith traditions whose families demonstrate that they share in the expressed values of the school. In such instances schools embrace church teachings regarding respect for the faith journey of individuals within the religious dimension of school life.

Introduction

Mt Maria College Petrie is a Catholic Archdiocesan Co-Educational Secondary College. It is located next to Our Lady of the Way school and Our Lady of the Way Church. The College was established by Brisbane Catholic Education in 1987 and was originally named “Kolbe College”, after Saint Maximilian Kolbe. Taking on a Marist Charism in 2003, and the name Mt Maria College Petrie, we are now a proud member of Marist Schools Australia and are inspired by patron saints Marcellin Champagnat and Maximilian Kolbe.

Genuine concern for each student’s academic, spiritual and personal development is at the core of our existence. Our college aims to promote the Catholic faith, support the personal formation of students and staff, and build confidence and self-esteem within our College community.

Promoting our Catholic faith and supporting the holistic development of our young people are at the heart of our College mission. Central to this is our Marist Charism, which promotes a strong sense of community and service, inspired by our patron saints, Jesus Christ and the example of Mary through Family Spirit, Love of Work, Presence and Simplicity.

The College is committed to offering a high quality, inclusive and affordable Catholic education. It has an important partnership role with parents in surrounding parishes, in the provision of a secondary education for Catholic families and for those families who share in its values. The College invites enrolments from all those who profess to share in the College spirit, ethos and values and who can demonstrate through the ways in which they currently interact within their existing parishes, religious communities, local communities and primary schools.

Guidelines

The process of enrolment is guided by the principles of justice and equity which is reflective of our Catholic ethos and vision.

To maintain the Catholicity and values of the school community, there is a preferential system of enrolment in place. This is:

1. Catholic students from local Catholic schools
2. Catholic students from local non-Catholic or state schools
3. Non-Catholic students from local Catholic schools
4. Non-Catholic students whose parents show a genuine commitment to the ethos and values of the College.

It should be noted that a sibling of a present or past student or a child of a past student of the College could alter these priorities.

It is important that all applicants lodge their Enrolment Application prior to or when their child is in Year 4. Interviews commence in March when the student is in Year 5 for a Year 7 start. Enrolments after this time may be considered but will be subject to enrolment numbers at the time.

Making Enrolment Application

All applicants to Mt Maria College Petrie College need to be aware of the culture of the college as a Catholic school. As per the Catholic Education Council policy, they must express a desire and willingness to:

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

Enrolments are made through our College Website.

On receiving the completed Enrolment Application, the College will process the enrolment in a timely manner. Depending on the circumstances, an interview will be scheduled with the College Principal or their nominated delegate.

The interview process will be used to establish with parents the expectations upon students and families to participate in the life of the Catholic school community. Discussion will also occur around the compulsory formal Religious Education classroom program. The religious life of the College, including prayer and worship and any social justice and service programs, are similarly discussed regarding expectations to participate.

Parents wishing to enrol their child at the College will complete an Enrolment Application through our website. The following paperwork is required as part of our enrolment process:

- Copy of child's Birth Certificate
- Copy of Baptism Certificate and any other paperwork related to the child's sacramental

program
- Evidence of child's participation in their current school, including school reports and other relevant information to support enrolment.

Following the interview, it will be at the discretion of the principal as to whether a place can be offered. This will be based on information gathered through the application and interview, considering factors such as a student's spiritual, educational and behavioural history, as well as a student's potential contribution to the school and the availability of a place being available.

Consideration is also given to the proportion of students enrolled other than Catholic, as this should not jeopardize the Catholic identity of the school community. Such students should not be enrolled if this enrolment necessitates the exclusion of Catholic students seeking enrolment. However, timing of the application is important and late applications from Catholic students could also mean that all places have already been filled.

In making an application to enrol a student, parents are showing that they are prepared to commit themselves to working in cooperation with school personnel for the benefit of their child. An offer of placement is conditional upon acceptance by parents of the College Policies and Guidelines which govern school practices. This includes an acceptance of the *College Fees Policy*, our *Parent Code of Conduct* and our *Uniform and Presentation Policy*.

Each decision of acceptance of an applicant for enrolment shall be at the discretion of the principal within the policy and guidelines endorsed by the College, and in line with the Brisbane Catholic Education enrolment guidelines. A letter notifying parents of the outcome will be forwarded within two months of interview, where possible, and if all relevant information has been provided.

If this is a letter of offer, enrolment will only be confirmed upon completion of the Confirmation of Offer and payment of the Enrolment Confirmation Bond. It should be noted that the letter of offer is only valid for a **maximum of two months** from the date of offer, after which the family will be moved on to a waitlist.

The Enrolment Confirmation Bond is not refundable if the student does not take up the place and is only refunded when the student provides at least one term's notice of intended enrolment termination. Otherwise, the enrolment confirmation bond is credited to the family account in the term that the student commences at the College.

Students who are not offered an enrolment initially may be placed on the Enrolment Waiting List.

The Confirmation of Offer includes an indication that the applicant can make full and regular payment of College Fees and Levies. If parents indicate on this form that they are not in a position to make these payments, the offer is conditional until such time that the College has contacted the parents or caregivers to arrange a time to discuss a payment plan with the College Business Manager. The outcome of this meeting will be discussed with the principal, and a further letter will be forwarded to the family to indicate the status of the Confirmation of Offer.

It is the expectation of Mt Maria College Petrie College that students will be enrolled under the name given on their Birth Certificate, unless parents or legal guardians can produce a document demonstrating that the child's name has been legally changed. However, the enrolling parent may direct for the child to be '*known by'* another name whilst at school, provided that the Principal is satisfied such an action is not intended to defraud, to contravene a court order or infringe the rights of the other parent. In these circumstances the attendance rolls or merit awards will, where possible, reflect the requested name, however **all formal records** such as enrolment documents, school reports and QCAA registration will reflect the student's name on the birth certificate.

The decision as to whether to permit a student to be known at school by a name other than that on the birth certificate is made by the principal, based on the unique facts of each case. Parents would make this request in writing to the principal.

Where there is dispute between parents as to the name to be used by the student, the name on the birth certificate will be used.

Inaccurate information supplied to the College or nondisclosure of information may lead to the cancellation of offer and/or enrolment.

Student requiring significant Educational Adjustments:

Mt Maria College Petrie 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. These enrolments will proceed according to the guidelines set down by Brisbane Catholic Education and the Enrolment Support Process. This process is commenced at the discretion of the principal and is managed by the Support Teacher: Inclusive Education and will involve the relevant BCE North Special Education Consultant and any other relevant specialists.

As a result of this process a decision is made by the principal as to whether the College resources can support the enrolment of the student.

Parents need to be aware that this process can take considerably more time and can, in fact, require a review closer to the actual commencement date at the College.

Again, parents are reminded of their responsibility to fully disclose all relevant information to the College.

Changes in family circumstances

The College recognises that changes may happen with family living arrangements during the six years that their child 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.