



## GUIDELINES TO ENROLMENT

### 1. VALUES

When accepting students for enrolment, St Patrick's College ('the College') will endeavour to build a community that:

- Has respect for and supports the Catholic identity of the College.
- Is inclusive of varying significant circumstances and the diverse culture, gifts and ability of students.
- Welcomes those with need of mercy and support.
- *"Jesus welcomed the crowds, spoke to them about the Kingdom of God, and healed those who needed it."*  
Luke 9:11

### 2. IMPLEMENTATION ISSUES

The College will at all times act with fairness and compassion. To ensure this, the College enrolment procedures must be followed.

As a means of welcoming prospective students and their families, each student and their parents or guardian will be interviewed by the Principal or nominee.

- Mercy College is a partner school and the College maintains places for Mercy students who participate in the enrolment process. *Students with a record of serious misbehaviour while attending Mercy College may not be offered enrolment.*
- While some variations may occur, the following preferences will act as a guideline:
  - a) Students from Mercy College;
  - b) Students with siblings who currently attend or have attended the College;
  - c) Students whose families worship in a Catholic parish;
  - d) Catholic students;
  - e) Students whose families demonstrate a commitment to the ethos and values of Catholic Schools and have a desire for faith education in the Catholic tradition.
- Enrolment at the College involves an undertaking to pay all fees and levies. In cases of genuine financial hardship, families may apply for a concession. The College will not deny enrolment to any family on the basis of a demonstrated inability to pay school fees and levies.
- The College will welcome students with disabilities in line with the Diocesan Policy for Students with Disabilities. *Acceptance of those students will be made with due regard to the physical constraints of the College.*
- A record or incident of serious misbehaviour or a serious lack of academic application may preclude enrolment at the College. A final decision will be influenced by considerations of the welfare of the College community. The College may contact the previous school attended to ascertain attendance, application to studies, behavioural records etc during the enrolment process.
- Enrolment at the College may be cancelled in line with the Diocesan Policy on Suspension and Exclusion.
- The Principal is responsible for the implementation of the Diocesan Education Council Policy and the College's Guidelines to Enrolment and the final decision of acceptance or otherwise of an application always remains with the Principal.



### 3. PROCEDURAL NOTES

#### **Year 10 Enrolment Process**

All students and parents are expected to be active participants in the enrolment process. Approximate timeline for the enrolment process:

#### **TERM TWO**

##### **Week seven or four weeks before end of term**

Introduction to Senior Schooling Night.

#### **TERM THREE**

##### **Week two**

Subject Selection Evening between 3:30 pm – 6:30 pm.

##### **Week three**

Enrolment and Subject Selection forms submitted.

##### **Week five**

Notification of enrolment interview.

##### **Week six**

Formal enrolment and subject advisory interviews with a member of the College Leadership Team or College Middle Leadership Team will begin during week six.

##### **End of term three**

Notification of outcome of application.

#### **Last Thursday of Term 4**

Orientation Day for students who have been accepted.

#### **Enrolment Procedure at other times**

- Enrolment applications submitted to the College must be accompanied by current school report, other required forms and enrolment fee.
- Enrolment will not proceed without current reports or enrolment fee.
- An appointment is made with the College and an interview attended by the student and at least one parent/guardian.
- Enrolment recommendations from interviewer are reviewed by the Principal and Administration Team.
- The Principal sends a letter of acceptance or rejection. If enrolment is rejected, enrolment fee is refunded.

#### **Notes**

- If a student is currently suspended from another school, our usual practice is that the College would support the suspension period of the other school. Only in exceptional circumstances would this period be shortened. Students in such a situation would normally have an enrolment contract put in place.
- If fees are outstanding from any Catholic school in the diocese, enrolment at St Patrick's College will be blocked until clearance of outstanding fees.