



## 1. INTRODUCTION

Stuartholme School is a Year 12 (from 2020) Catholic day and boarding school for girls enriched by the philosophy and traditions of Sacred Heart Education, which give expression to its five goals educate to:

1. A personal and active faith in God.
2. A deep respect for intellectual values.
3. The building of community as a Christian value.
4. Social awareness which impels to action.
5. Personal growth in an atmosphere of wise freedom.

## 2. PURPOSE

The purpose of this policy is to provide processes, guidelines and documentation to support the enrolment processes at Stuartholme School.

## 3. SCOPE

This policy covers current and future families seeking enrolment at Stuartholme School for their daughter/s.

## 4. DEFINITIONS

**Disability** – is in relation to a student, and is defined by the Disability Discrimination Act 1992 (Cth).

**DSE** – means the Disability Standards for Education 2005 (Qld).

**Enrolment Application** – is the online or hardcopy form to be completed by parents/guardians seeking enrolment for their daughter/s at Stuartholme School on the basis of the interview with the parent(s)/guardian(s).

**Overseas student** – A person (whether within or outside Australia) who is enrolled in a school by the ESOS Act, but does not include students of any kind if the student is under 18 years of age and the student is not required to exercise their rights as a legal person, this term may refer to the student's parent or guardian.

**Offer of Enrolment** – is an offer of enrolment which is made at the discretion of the School.

**Parent** - is the mother or the father of a child, but does not include a person whose parental rights have been terminated.

**Guardian** - is the person who, under court order, is the guardian of a child or private agency with whom the child has been placed by a court.

**Parental and Visitor Code of Conduct** – the Stuartholme policy setting the standards for conduct in all interactions with and at Stuartholme School.

**Enrolment Policy** – this document

**The School** – is Stuartholme School

**Siblings** – for the purposes of this Policy means a person who is:

- a sister of the enrolled student (with at least one biological parent) and who resides with the student irrespective of their place of residence
- a child whose usual place of residence is the same as the enrolled student and who is the partner of the enrolled student's parent/guardian and who resides with the student at the same place of residence with the enrolled student.



## 5. POLICY STATEMENT

With a commitment to inclusive practices, the enrolment process is designed to be:

- transparent
- ensure a just and equitable use of resources in the best interests of its current and future community
- comply with funding and legislative requirements

Date of application is not the sole criteria for enrolment. The School reserves the right to offer a place to any student, irrespective of date of application.

Consideration and priority is given primarily to:

- Siblings of current and past students
- Daughters and/or granddaughters of Alumnae
- Students attending Catholic and local feeder schools, and
- Special consideration is given to boarding students.

The School will also take the following into consideration:

- Student's willingness and ability to contribute to the wider life of the School
- Evidence of good leadership and good character
- Date of lodgement of Enrolment Application, providing the family have not been offered enrolment



## 6. PROCEDURE

### 6.1 Enrolment Process

#### Step one Initial Application

- An Enrolment Application may be made from birth online via the School website, [www.stuartholme.com](http://www.stuartholme.com) is the responsibility of the applicant's/guardians to keep the School informed of changes of address and/or contact details.
- The Online Enrolment facility can be used by applicants who are:
  - Australian and New Zealand citizens or permanent residents of Australia
  - holders of long stay business visas
  - Overseas students who hold a student visa as defined by the ESOS Definitions
- The online application form seeks applicant information, close connections to the school and other applicable family information.
- Applications are not accepted until the enrolment application fee has been paid and the following supporting documentation has been received:
  - copy of the applicant's birth certificate
  - a copy of the applicant's Sacramental documents (Baptism, First Eucharist and Confirmation (where applicable))
- Once the online application is completed, a receipt for payment of application fee and acknowledgement is generated and the applicant information is downloaded to the School enrolment application database.

#### Step two Pre-Enrolment Process

- When the applicant is in Year 3, all families who have completed Enrolment Applications are contacted by the School Enrolment Team and are advised of the pre-enrolment process. At this stage, further documentation is sought
  - academic reports A copy of the two most recent school reports
  - most recent NAPLAN results
  - any Letters and Reports from doctor or psychologist and any other information regarding the applicant's risk profile
  - a copy of the applicant's most recent pr

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- Any educational or wellbeing needs, disability, or other information indicating a possible need for support services for their daughter
- Copies of any court order relating to arrangements for their child
- Applications received after first round offers are released will still be considered, providing that a place is available. The Registrar will contact the parents/guardians to keep them informed of the progression of the application.

## Step Three- Offer and Acceptance

- Following the interview process written offers will be made to successful applicants. The signed Enrolment Contract will need to be returned to the School before the due date together with payment of the non-refundable Enrolment Confirmation Fee.
- Please note that offers will not be made during the interview.
- In addition to a letter of offer, international applicants requested to pay refundable Enrolment Bond, retainable Enrolment Bond, one Semester of Tuition and Boarding Fee and Health Cover for the period of the student's schooling.
- For students who are unsuccessful in being offered a place in the first round of offers, an offer will be made to place their application on a wait list.
- Families acknowledge that an offer of enrolment is singular and accepting it guarantees the specified place of enrolment; that is, offers are not transferable or deferrable.
- Once an offer is accepted, parents will receive a receipt for payment of the Enrolment Confirmation Fee which signifies the place of enrolment is confirmed.
- If no offer of enrolment for Year 5 is made, parents will be informed in writing and advised that the candidate's application for enrolment will be transferred to the applicable Year 7 intake process. Parents need to advise the School if they do not wish the application to proceed to the applicable Year 5 or year 7 intake consideration process.

## Step 4 Confirmation of Enrolment

The School



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