



St Brigid's College Enrolment Policy

Introduction

The St Brigid's College Enrolment Policy is framed in accordance with the principles and practices contained in the enrolment policy of Catholic Education Commission of WA [CECWA], the Western Australian School Education Act 1999 and the Disability Standards in Education 2005.

St Brigid's College welcomes applications from families who wish to share in the Mission and Vision of the College community.

Purpose

The offer of a position at St Brigid's College is made at the discretion of the Principal. The Principal takes into consideration the following criteria:

- Priority is given to applicants whose parents/guardians have a concern for the religious development of their child.
- Priority is given to applicants who the Principal believes are likely to benefit most from enrolment at the College.

When considering applications for places at the College the following principles will apply:

- Catholic children with siblings already enrolled at the College.
- Catholic children from our Catholic feeder primary schools.
- Catholic children from other Catholic primary schools.
- Catholic children from non-Catholic primary schools.
- Non-Catholic children with siblings already enrolled at the College.
- Non-Catholic children attending Catholic primary schools.
- Non-Catholic children attending non-Catholic primary schools.

Other factors that may be taken into consideration without prejudice to the above priorities, include the date of lodgment of an application; applications for children of former students at the College; and day/boarding applications.

Variations to the above may occur where the Principal considers that there are significant pastoral issues which would place an application on a priority basis, given the College's particular Mercy focus.

Parents who decline an offer of a place will forfeit their priority basis if they seek to reapply for a position in the College.

No correspondence will be entered into concerning the reasons for decisions made regarding the offers of places at the College.

Procedure

Related documents:

- Application for Admission Form
- Mercy Education Ltd Privacy Policy
- Standard Collection Notice
- Fees and Charges Brochure
- Uniform Brochure
- Immunisation History Statement
- Confirmation of Aboriginal and Torres Strait Island Descent (if applicable)
- Parish Priest Reference

1. Application

Parents/Guardians complete and return the Application for Admission form to the College Registrar. Separate enrolment applications must be completed for every child. The following attachments must accompany the Application for Admission form:

- Baptism Certificate
- Birth Certificate
- Proof of Residence (if applicable)
- Most recent school report and NAPLAN report
- Other relevant assessments
- Parish Priest's Reference
- Copy of any Parenting Orders (if applicable)
- Copy of any conditions enforced by law (if applicable)
- Non-refundable Application Fee of \$110.00
- Immunisation History Statement

Prior to an offer of a place at the College, parents/guardians and students will be invited to attend an interview with the Principal or the Principal's delegate.

Major intake years are Pre-Kindergarten, Kindergarten, Year 7 and Year 11, other years as numbers allow.

Parents/Guardians should understand that the College's acceptance of an Application for Enrolment does not guarantee a place, nor does it guarantee an enrolment interview. Acceptance of enrolment includes the child's name on a waiting list with other candidates.

Application Forms with supporting documents can be submitted in person, via mail or email to sbc@stbrigids.wa.edu.au.

These documents are submitted to the College with a non-refundable Application Fee as per the College Fee Policy.

The College will post an acknowledgement letter to the family, this is not an indication that the enrolment has been successful.

Applications for Pre-Kindergarten and Kindergarten will be interviewed according to the selection criteria and are required to attend an interview with the Principal, or Principal's delegate, the year prior to entry.

Applicants for other years in Primary School will be required to attend an interview as positions become available.

Applicants for Year 7 and Year 11 will be interviewed according to the selection criteria and are required to attend an interview with the Principal or Senior Leadership Team Member. This process begins two years prior to entry.

Applicants for other years in Secondary School will be required to attend an interview as positions become available.

The Principal has the sole right of discretion in the enrolment of students.

2.0 Acceptance of Enrolment

If an offer of a position is made, parents/guardians and students will be required to sign an undertaking to support the College rules and standards of conduct and behaviour. The Acceptance Form and Parent Code of Conduct form must be signed and returned to the College, together with a non-refundable Confirmation of Enrolment Fee as per the Fee Collection Policy.

The Ministerial Council of Education, Employment, Training and Youth Affairs (MCEETYA) requires information for Assessment and reporting purposes. This information is gathered through the MCEETYA Data Collection form which is to be completed and returned to the College with the Acceptance Form.

Acceptance of a position at the College confirms the student understands fully and supports the programs the College offers, and agrees to participate fully in all College activities, curricular and co-curricular, as required. The parent/guardian agrees to support and encourage this participation.

Parents/Guardians are responsible for the prompt payment of all fees and charges as per the Fee Collection Policy. This policy is available on the College website.

Any change of address, or cancellation of the application for any reason, must be notified in writing. Failure to advise the College may render this Application for Admission, void.

Once a student has commenced at the College, parents/guardians are required to give one full term in advance notification if removing their child from the College. Penalties in accordance with the Fee Collection Policy, in lieu of notice will apply.

Related Documents

- Catholic Education Commission of Western Australia Student Enrolment Policy
- Western Australian School Education Act
- Disability Standards in Education 2005
- Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA)
- 1.07 Mercy Education Ltd Privacy Policy
- 1.07A1 Mercy Education Ltd Standard Collection Notice
- St Brigid's College Fee Collection Policy

Review History

Version	Date Released	Next Review	Author	Approved
1.0	2016	2018	P Majko	SLT
2.0	2020	2022	P Majko	Principal