



*In One Spirit... we welcome · we nurture · we excel*

# Enrolment Principles & Processes

**VALUES:** Opportunity, Excellence in Learning & Studentship, Inclusivity, Diversity, Justice, Respect, Compassion

**PREAMBLE:**

Catholic schools in the Diocese of Rockhampton seek to be open and accessible to all who seek their values. Whilst priority in enrolment is given to students who are baptised Catholics, students from other faith traditions, where families are willing to support the principles and values of Catholic education, are also welcomed.

In responding to its mission, within Catholic Education in the Diocese of Rockhampton, Holy Spirit College (HSC) seeks to offer a quality education to all enrolled students in a manner which seeks to positively balance the welfare and needs of the student body as a whole and the needs and welfare of the individual student.

## 1. ENROLMENT PRINCIPLES

- 1.1 **Parental Support for the Goals & Values of Catholic Education:** HSC enthusiastically offers a Catholic secondary education (Years 7 – 12) to those families who are willing to embrace the Mission and Values of the College and who are willing to accept responsibility to meet the agreed associated costs of schooling at the College<sup>(a)</sup>. Upon accepting an enrolment placement at HSC, Parents & Students enter into a covenant with the College to support the goals and values reflected in the Mission Statement and related policies and procedures.
- 1.2 **Student Commitment to Application in Learning and Quality Studentship:** In accordance with our Mission Statement, the College generally accepts a commitment to seek to cater for all types of learners (within the bounds of resource and other relevant limitations). However the College holds an expectation that, regardless of actual levels of achievement, students will apply themselves to their studies in an earnest and satisfactory manner and a persisting failure to do so will result in a review of the student's enrolment status.
- 1.3 **Excellence in Academic Learning:** As a foremost priority, the College is committed to encouraging and supporting diversity and excellence in academic learning. It is also committed to encouraging and promoting sporting and cultural pursuits.
- 1.4 **Special Learning Needs:** Applications for enrolment from students with exceptional learning or resourcing needs will be considered in accordance with the relevant Diocesan guidelines.
- 1.5 **Behavioural Issues:** Applications for enrolment from students with a persisting record of behavioural difficulties will be assessed on an individual basis. Where a placement is subsequently offered, monitoring of the student's ongoing behavioural record would occur and a failure to make satisfactory progress will result in a review of the student's enrolment status.
- 1.6 Submission of a fully completed 'Application for Enrolment' does not automatically result in an offer of an enrolment placement at HSC.
- 1.7 Applications for Enrolment for Year 7 at HSC may be submitted once a Student has entered Year 5.



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- 1.8 Where a Year 9 student's work ethic performance and/or behavioural record is such that his/her automatic offer of enrolment into Senior schooling (Years 10, 11 and 12) is considered to be in jeopardy, action to counsel the student/family will be undertaken.
- 1.9 The continuing enrolment of a Senior student (Years 10, 11 and 12) may be jeopardised if the student fails to fulfil the contract into which (s)he has entered.
- 1.10 Enrolment at the College is at the discretion of the Principal, who consults with the College Board where appropriate.

## 2. SUPPORTING GUIDELINES

### 2.1 Year 7 (for the next calendar year):

A '**Round One Enrolment Applications Closing Date**' is defined each year (usually early in Term 2) and at that point in time all enrolment applications, received at that time, are considered in relation to the following guidelines (and the above provisions) <sup>(b)</sup>:

- Students with siblings who currently attend or have attended the College;
- Students whose families worship in a Catholic parish;
- Students whose families demonstrate a commitment to the ethos and values of Catholic Education (e.g., through having their student(s) currently attending a Catholic primary school);
- Students who are not Catholic<sup>(c)</sup> but whose families are active in their own Christian denominations or other faith traditions;
- Students who have the potential to contribute to the goal of Excellence in Learning at HSC <sup>(e)</sup>.

Should the number of applications exceed available places in any one year level, special program, or in any particular calendar year, the following guidelines will be used in decision-making in relation to the offering of enrolment places:

- Student's attitude to learning and his/her record of academic 'Application in Learning'<sup>(e)</sup> to date;
- Parental aspirations and expectations;
- Church/faith commitment<sup>(d)</sup>;
- Previous commitment to Catholic primary/secondary schooling;
- Ease of access to alternative Catholic secondary schooling;
- Other relevant factors.

Enrolment Interviews will then be scheduled and offers of a placement for Year 7 made, in accordance with the provisions of this policy. Subsequent applications, received after the first round closing date (above), are also welcome and will be considered in relation to the availability of enrolment vacancies (if any).

### 2.2 Years 8 – 12 Enrolments (and Year 7 following the commencement of a school year):

Offers of placement will be made in accordance with the provisions of the Enrolment Principles & Processes and the availability of enrolment vacancies.



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### 2.3 Senior Schooling (Year 9 into Year 10):

A student currently enrolled in Year 9 will receive priority preference for acceptance into Senior schooling at HSC provided that the student has demonstrated a satisfactory commitment in relation to work ethic and behavioural issues.

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#### **EXPLANATION of Terms:**

- (a) **'CEAF':** The 'Catholic Education Assistance Fund' has been established by the College Board in order to assist families where genuine circumstances may curtail their capacity to meet their full financial commitment to the College. Procedures for seeking a concession are advertised each year and Applications received are considered by the CEAF Management Committee in accordance with the College 'Fees Collection' policy.
- (b) **A 'Completed' Enrolment Application:** A completed Enrolment Application is one where (i) all relevant/ requested information has been provided, (ii) the Application has been lodged by the 'Round One Enrolment Applications Closing Date' (#6 above – when relevant) and (iii) any appropriate clauses (#'s 1 - 5) of the Enrolment Principles & Processes are satisfied.
- (c) **'Catholic':** For the purposes of the Enrolment Principles & Processes, a 'Catholic' Student is defined as one who has been baptised and has also formally received the Sacraments of Eucharist and Confirmation. (Documentary evidence is required as part of the Enrolment Application process.)
- (d) **'Catholic Parish Reference':** As an OPTION, families are welcome to approach their Parish Priest to request a Parish Reference and to submit this with their student's enrolment application.
- (e) Refer to HSC's '**Studentship**' Profile and '**Application in Learning**' Profile (provided as separate documents in Enrolment information Packs etc)