ENROLMENT POLICY

Rationale
“Put simply: the Catholic school is the principal educational arm of Catholic families, parishes and the wider Church for those generally aged under eighteen. It is there to assist parents and parishes in their educational, evangelical and catechetical mission”. (Catholic Schools at the crossroads p.10)

Guidelines
1. The enrolment cycle shall commence early term one with applications lodged by the end of term one.
2. All applications for enrolment are to be made on the Diocesan enrolment form.
3. Year 7 enrolment applications must be lodged by the designated closing date. All late applications will be placed on a waiting list.
4. Lodgement of the application for enrolment form will be deemed as agreeing to support all of the school’s policies and procedures.
5. The criteria for enrolment shall be in accordance with the Diocesan Enrolment policy
   i) Children from families who are prepared to support the teachings of the Catholic Church, the faith life of the school, educational ideals and financial expectations.
   ii) Children of practising catholic families who are actively involved in the life of parishes within our pastoral area (St Paul’s, St Clare’s, St Anthony’s and St Justin’s)
   iii) Siblings of students already enrolled who meet criteria (ii) above may be given priority
   iv) Children of catholic families residing in parishes within our pastoral region
   v) Children of catholic families residing outside of our pastoral region
   vi) Children of orthodox or other Christian families
6. Parish priests from within our pastoral region shall be actively involved in the enrolment process.
7. Where applications for enrolment from practising catholic families exceeds places available, a committee shall be formed comprising at least one Parish Priest, nominated by the Parish Priests of the pastoral region, and one representative of the pastoral region.
8. All applicants shall be interviewed as an integral part of the enrolment process.
9. All applicants shall be notified in writing as to whether their application has been successful or not
10. Successful applicants will be required to sign and return an “acceptance of offer” form by the designated date. This is an indication of their acceptance of the conditions of enrolment.
11. In the case of a student with special education needs, consultation will take place with the Head of School Services - Secondary and Special Education Officer to ascertain whether or not the school can provide the facilities, resources and suitably trained personnel to meet the needs of the applicant.

Basis of Discretion
Special consideration may be given in individual cases which fall outside the enrolment criteria. Grounds for special consideration may include:

- Families faith practice
- Parents intentions in regard to their faith
- Pastoral concerns requiring the exercise of compassion
- Relocation of families

Supporting Documents
- Diocesan Enrolment Policy
- Diocesan Enrolment application form.

Evaluation
This Policy will be reviewed in November 2013 by the policy group.

Date of Implementation

Principal …………………………………………… Date ……………………………………………
ST BENEDICT’S CATHOLIC COLLEGE

PRIVACY PERMISSION FORM

At St benedict’s we delight in the achievements of our students. From time to time we publish information and photographs of our students in publications such as the School Newsletter, School Website, School Magazine and other CEO documents. We wish to continue to do this in an effort to promote our school and the achievements of its students.

Under new privacy legislation, we require your written consent to publish your child photograph or name from time to time in various publications acknowledge their involvement and achievement at St Benedict’s. This information may be viewed or read by people outside our school community. Should you have any queries or concerns regarding how information may be used please contact the school.

☐ I/We give permission

☐ I/We do not give permission

for my son/daughter’s name and/or photograph to be used in school publications

Student’s Name: ____________________________________________________________

Student’s Homeroom: ________________________________________________________

Parent’s Signature: __________________________________________________________

Date: _____________________________________________________________________