ENROLMENT POLICY

Brisbane Catholic Education established Mt Maria College, Mitchelton, to serve families seeking a Catholic education for their children. We welcome students and families who support the expressed values and special religious character of the College.

Enrolment decisions are made by the Principal and supported by the College Board operating in accordance with this policy, and Brisbane Catholic Education policies.

The following considerations have been established to assist the Principal in determining enrolment offers and support alignment between the values, ethos, and goals of the college and those of the applicants and their families. Each application will be assessed with considerations such as:

- Priority for students who are baptised Catholics who demonstrate that they share the values of the College.
- Whether the student is the sibling/child of a current/past student of the College.
- The degree of involvement by the student and parents/caregivers in their current school, parish, or community; and their willingness to contribute positively to the College community.
- The history, character, reputation, skills, and motivations of the individual student including their educational and behavioural history.
- The parent/caregiver's commitment to support College policies and processes.
- The parent/caregiver's commitment to meeting the payment of College fees and levies.
- The student's potential contribution to the College community.

The Principal may include the following as further considerations when making decisions to offer a position:

- The College's capacity to cater for the talents and needs of each student.
- The availability of places in a cohort when considering current and future cohort needs.
- Whether the prospective student requires reasonable educational adjustments, and if the College is equipped to cater for these for the balanced benefit of the student and the broader College community.

While students enrolled at a Catholic primary or secondary school will be given priority, enrolment is not automatic or guaranteed.

Enrolment Offers

Enrolment of students who require significant educational adjustments will follow guidelines set down by Brisbane Catholic Education. It is the responsibility of parents/caregivers to disclose all relevant information regarding a child's special needs at the time of making application for enrolment.

Non-disclosure of any information relevant to the application for enrolment may result in discontinuation of the enrolment process or withdrawal of a student's enrolment.

Parents and Caregivers Conditions of Enrolment

In accepting an offer of enrolment, parents/caregivers agree to commit to working in partnership with the College for the benefit of their child. There is an expectation of ongoing support for and commitment to:

- Education in the Catholic Christian tradition and religious practices of the school.
- Engagement in learning processes where students are challenged to do their best.
- The College's Code of Conduct for student and parent/caregiver behaviour.
- Meeting financial obligations towards school fees and levies.
- All school policies, rules, and procedures.
- Regular, full attendance, and participation in school-based activities to the best of their child's ability (e.g. classes, retreats, camps, carnivals, whole school/year level events).

Students and parents/caregivers are required to sign a Conditions of Enrolment Agreement. Ongoing enrolment, and offers of enrolment, may be withdrawn if the student or the parents/caregivers reject the College's expectations, values, or standards of behaviour.

Enrolment Procedures

1. Enrolment applications will be provided upon request or can be downloaded from the College website. A due date for receipt of enrolment applications for main intake in Year 7 will be advertised and included in the enrolment package.

2. Enquiries for enrolments other than the Year 7 intake should be made to the school directly for information on availability and closing dates.

3. All fully completed applications received prior to a closing date will be processed with equal priority.

4. Applications must contain all required information (e.g. birth certificate, baptismal certificate, school reports, financial responsibility form, immunisation details or records, etc) and lodgement fee before the application can be accepted or processed.

5. Applications submitted after the advertised due date (for main intake in Year 7) cannot be guaranteed an enrolment interview and/or offer of a position.

6. Acknowledgement of receipt of an application does not guarantee an invitation to interview for enrolment or an offer of enrolment.

7. The Principal or his/her representative will make contact with the student's current school to seek Information such as, but not limited to, academic progress, learning needs (if any), behaviour and relationships with peers and staff, commitment to learning, involvement in school activities, and payment of school fees and accounts.

8. Applicants and their families may be offered an enrolment interview with a member of the College's leadership team.

9. Applicants will be notified in writing of the outcome of the enrolment process and whether a position is offered.

10. Families offered a position will be notified of the timelines and procedures for acceptance of the offer.

11. Enrolment is confirmed upon receipt of the enrolment deposit which will be held until the student graduates from (or leaves) the College upon which time the deposit will be refunded (less any outstanding fees, levies or costs for books, laptop or equipment not returned). Families who are offered a position but subsequently withdraw their acceptance before commencing will forfeit the enrolment deposit.

12. Families without enrolment offers may be given the opportunity to remain on a waiting list. Subsequent offers will be made upon positions becoming available in accordance with enrolment guidelines and processes.

13. Families who are leaving the College need to complete an Exiting Student Form (available from the office and the College website) detailing a final enrolment day and a forwarding address. Outstanding fees must be settled by the student's last day at school and laptop, textbook hire materials and library books returned.

All enrolment offers are at the discretion of the College Principal.