



# Enrolment Policy



Sacred Heart's School Enrolment Policy exists to create a community of faith where we are called to Teach, Challenge and Transform for the benefit of our whole Catholic Community. We educate for a transformed world in communion, by nurturing the gifts and potential of each person, enacting shared leadership, and exercising a preferential option for the poor and marginalised.

## Rationale

Each Catholic community, organisation and individual collaboratively engaged in the educational ministry of the Church in the Archdiocese of Brisbane is called to:

### Teach

We promote faith in Jesus Christ, teaching and learning about Jesus, the gospel and the faith of the Catholic Christian community. Learning is lifelong, life-giving and engages the whole person.

### Challenge

Inspired by the Holy Spirit, we challenge those we educate to live in communion with God, others and the whole of creation in prayerful, sacramental, just, peaceful, inclusive and reconciling communities.

### Transform

We educate for a transformed world in communion, by nurturing the gifts and potential of each person, enacting shared leadership, and exercising a preferential option for the poor and the marginalised.

## Sacred Heart Vision/Mission

To develop Spirit, Mind and Body in Our Catholic Community. We will achieve this by:

- Living Catholic Faith, Values and traditions that acknowledge our heritage.
- Delivering a holistic education that supports the development of the lifelong learner.
- Developing positive and inclusive relationships based on Christian Values.

The Vision Statements for Catholic Education and Sacred Heart underpin and guide the development and implementation of this policy.

An enrolment policy exists to assist in developing expectations at the point of inquiry and entry. Guiding principles are set to assist the Principal with demands placed on places available in the school.

## **Purpose /Policy Statement**

Sacred Heart School has developed an enrolment process in response to the following criteria:

- Is transparent, fair and based on selection criteria guided by the Mercy Tradition and giving priority to current families and baptised Catholics.
- Uses its resources justly and equitably to ensure a diverse student population.
- Meets funding and legislative requirements.

### **Definitions:**

In this policy, the following terms are defined as:

Catholic Tradition refers to the richness of Catholic ritual, teachings and wisdom which form the school ethos.

Catherine McAuley responded to poverty and injustice in the establishment of her work of mercy and the foundation of the Sisters of Mercy. Mercy Tradition means an ethos that is based on this response to need and injustice in the traditions and principles which have guided the Mercy Sisters' lives and work.

Parent is the legal guardian of a child under eighteen years, and includes step- parents and carers.

### **Enrolment Priorities**

Applicants will be considered as follows.

1. First; placements will be offered to siblings of students currently enrolled at Sacred Heart School.
2. Second; placements will be offered to Catholics baptised in our Parish.
3. Third; placements will be offered to Catholic children within our Parish boundaries. See the following link: <http://brisbanecatholic.org.au/parishes-mass-times/parish/sacred-heart-booval/>
4. Fourth; placements will be offered to baptised Catholic children outside our Parish boundaries.
5. Fifth; Catholic parent who have not baptised their children inside the Parish boundaries.
6. Sixth; Catholic Parents who have not baptised their children outside the parish boundaries.
7. Seventh; placements will be offered to all other non-Catholic children living in our Parish boundaries whom willingly accept and support the ethos of our Catholic School.
8. Eighth; placements will be offered to non-Catholic children living outside the boundaries who willing accept and support the ethos of our Catholic School.

When the number of applicants exceeds the number of places available, the following may also be considered –

- Church/faith commitment (*you are invited to make a statement on the applicant's and family's Church / faith commitment - this also applies to members of a non-Catholic faith community*).
- Previous commitment to Catholic primary/secondary schooling
- Parental expectations
- Student's attitude to learning and his/her academic progress to date
- Other relevant factors

Students likely to require special provisions (e.g. special resources and/or a modified program and/or teacher-aide support) will be considered in accord with the procedures defined in the *Students with Special Educational Needs* handbook (Brisbane Catholic Education).

- Enrolment at Sacred Heart is at the discretion of the Principal.

### **Procedures -**

1. Application Form is a form to be completed by parents expressing an interest in enrolling their child. The Application Form is accompanied by a non-refundable administrative fee. Lodgement of an application is not a guarantee of enrolment.
2. Enrolment interview takes place by the Principal or delegate. Parents and their child/ren attend this interview. A series of questions will be asked to the parent and the prospective student/s. An enrolment interview is not a guarantee of enrolment.
3. Offer of acceptance. Upon acceptance, families are given an Enrolment Acceptance Form, which is to be completed by parents signifying their acceptance of the school's offer of placement for their child. This form is accompanied by an Enrolment Bond which is refunded in the first term's school fees the following year.

<b>Links to related documents:</b>	<b>Policy: Enrolment Policy Forms:</b>
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