



## Enrolment Policy

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### Our Culture

John Paul College is a Christian, ecumenical, co-educational College. Our values are based on a Christian ethos and particularly emphasise the principles of Mutual Respect, Acceptance and a sense of Family. Applicants for enrolment are expected to carefully consider their alignment with the College's values and philosophy, particularly in terms of their participation and contribution to the life of the College.

### Purpose

The purpose of this policy is to outline the guidelines and processes for enrolment. The College demonstrates its commitment to meeting the educational needs of students, in a manner that complies with relevant anti-discrimination and accreditation legislation, and takes into account student learning needs while balancing the interests of all parties affected. Students with exceptional needs or disabilities are covered by this policy.

### Applicability

This policy applies to parents/guardians of prospective students wishing to apply for enrolment to the College in either our Kindergarten, Primary or Secondary School.

### Legislative/Policy References

- *Education (Accreditation of Non-State Schools) Act 2017 (Qld)*
- *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)*
- *Anti-Discrimination Act 1991 (Qld)*
- *Disability Discrimination Act 1992 (Cth)*
- *Disability Standards for Education 2005*

### John Paul College Policy References

Refer also to the following John Paul College policies:

- *Privacy Policy*
- *Responsible Behaviour at John Paul College*
- *College Community Code of Conduct*
- *Guidelines for Mutual Respect*
- *Fees, Levies and Staff Fee Discounts*
- *John Paul College Application for Enrolment (online)*
- *Procedure for Admission of Domestic Students*

### Definitions

- A *child* is a person under 18 years of age.
- To avoid doubt, a *disability* includes behaviour that is a symptom or manifestation of the disability (refer *Disability Discrimination Act 1992 (Cth)*).

- A *sibling* is: the brother or sister of a current student of the College; or the brother or sister of a student who has been offered and has accepted a place for the future; or the brother or sister of a past student.

## Considerations

- As far as possible, an equal ratio of girls to boys is maintained within the College.
- The ability of the prospective student to benefit from the available educational offerings, and contribute positively to the College community are factors in enrolment being accepted.
- The provision of all school reports, test results and requested aptitudinal information which the College requires to make an informed decision when offering a place.
- Full participation in programs and activities integral to the curriculum including the Outdoor Education and Camps program is expected.
- Acceptance of the College's *Guidelines for Mutual Respect*.
- It is our intention to assist families who wish all their children to attend John Paul College, balancing this with the principle of chronological order of application.

## Application Process

1. **Submission of Enrolment Application Form** – All interested prospective students are required to complete an online application at [www.jpc.qld.edu.au/enrolments/how-to-enrol-2/](http://www.jpc.qld.edu.au/enrolments/how-to-enrol-2/). To complete an application, applicants will need to pay a *non-refundable* application fee of \$150 to process the application. All necessary supporting documents as outlined in the application form, including birth certificate, NAPLAN results, Report Cards, proof of English Language proficiency and any court or specialist orders will need to be provided to complete the application.
2. **Date of application** - Students are usually offered places in chronological order of date of Application for Enrolment. However, neither acceptance of a completed application form, nor receipt of the related application fee, guarantees an interview or a place.
3. **Interview** - An interview will be held before the proposed year of entry to the College with most interviews generally conducted six to eighteen months prior to commencing. Interviews for new Year 7 applications are normally held when the student is in Year 4 and the College endeavours to invite all prospective families to an interview, conditional upon full completion of the application. This interview helps to establish that parent expectations and student needs, are clearly compatible with the philosophy and offerings of the College, and that the College has the capacity to meet those expectations and needs. All offers of a place are subject to an interview with the parents and student to be enrolled, and the provision of all requested information. For later Applications for Enrolment, families will be invited to an interview as places become available.
4. **Unaccepted Interviews** - If parents do not accept an interview, they can elect to be placed on the waiting list by notifying the College in writing. In these circumstances their Application for Enrolment date will change to the date that parents advise that they are now available for an interview. This advice must also be in writing. If parents do not notify the College that they elect to be placed on the waiting list by the stipulated date in the letter of invitation, the Application for Enrolment may be cancelled at the College's discretion.

5. **Offer of a Place** - Offers of places are made soon after interview in order of the date of the Application for Enrolment. Applicants who attend an interview and are not offered a place, will be notified and remain on the waiting list in order of the date of their Application for Enrolment.
6. **Accepted Offers** - To accept an offer, which secures the applicant's place, a Confirmation of Enrolment must be signed by the person/s financially responsible for fee payment and provided to the school with a non-refundable reservation payment. This payment is regarded as a deposit of the first term fees and a credit of this amount will be applied when the first fee statement is issued. The Confirmation of Enrolment is a contract between the parents or guardians and the College to uphold the ethos of the College, abide by all College policies and pay the school fees on time.

The Principal reserves the right to deem an enrolment provisional based upon the parent/guardian meeting the provisions outlined in the offer.

7. **Declined Places** - Parents pay a non-refundable reservation payment when accepting a place at the College. When a place is declined prior to the year of entry the Principal may consider a partial refund of the reservation payment in special circumstances. Parents must make their request in writing.

Refunds will be considered only if full cohorts of students commence in the year of entry. In practice therefore consideration for a refund cannot be given until February of the year of entry. The amount of refund will take into account the College's pre-estimate of the average administration cost to replace a student.

8. **Unaccepted or Expired Offers** - If parents do not accept an offer, they can elect to be placed on the waiting list by notifying the School in writing. In these circumstances their Application for Enrolment date will change to the date that parents advise that they are now willing to be made a new offer. This advice must also be in writing. If parents do not notify the College that they elect to be placed on the waiting list by the stipulated date in the letter of offer, the Application for Enrolment may be cancelled at the College's discretion. In regard to expired offers, applicants will need to complete a new application and follow the process for a new application.
9. **Mid-year enrolments** - If a new student is accepted into a particular year group because a place has become available during the College year, younger or older siblings of that student may then also be considered for a place provided that sibling had an Application for Enrolment submitted at the same time as, or reasonably close to, the student who has been accepted. If a place is not available, the sibling will be placed at the top of the waiting list for the relevant year.  
Further, if there is more than one such Application for Enrolment for a particular year group in the same year, these will be placed at the top of the waiting list in order of the date of receipt of the Applications for Enrolment.
10. **Sibling enrolments** - If a student for a future year accepts a place, siblings of that student may also be considered for a place. If a place is not available, the sibling may be placed at the top of the waiting list for the relevant year.
11. **Children of staff** - As a benefit of employment at John Paul College, the College will use its best endeavours to ensure that a staff member employed on a permanent basis will have a place for their children at John Paul College, subject to the normal conditions of offer as outlined above.

## Diverse Learning

John Paul College values the diversity of all students and recognises the right of all students to equitable access to the curriculum. No person will be discriminated against on the grounds of their gender, age, race, religion, ethnicity, disability, or sexuality. It is intended that age appropriateness of students placed in certain year levels be applied.

John Paul College will endeavour to assist the full participation of all students by:

- valuing all students as individuals and identifying and responding to their needs;
- consulting with the students and parents/guardians to make well-informed decisions about the education program to be offered for each student;
- making reasonable adjustments in modifying, substituting or supplementing curricula, course work requirements, timetables, teaching methods and materials, and assessment procedures to endeavour to meet the needs of students;
- providing physical environments that are accessible, stimulating, safe and welcoming;
- devising fair and transparent enrolment procedures for all students;
- respecting the rights of students to privacy and confidentiality;
- fostering and encouraging among staff and students positive, informed and unprejudiced attitudes; and
- supporting and assisting students to make alternative satisfactory educational arrangements when the College is unable to meet their needs.

## Processes for students with disabilities

To enable the College to appropriately consider the enrolment of a student, parents or guardians may be required to disclose, during the enrolment process, necessary information about any disability or details of exceptional need including any necessary information contained in documentation that would assist the College to adequately understand and cater for the academic, social, physical and emotional welfare of the child.

The *Disability Standards for Education 2005* provide a framework directed to ensuring that students with disability are able to access and participate in education on the same basis as other students. They do so by providing clarity and specificity for education and training providers and for students with a disability.

The College provides educational programs, which cater for the individual learning needs of students. Where enrolment applications are received from students with disability, the College will make reasonable adjustments, where necessary, to assist the student with a disability to participate in education on the same basis as other students. This will include:

- consultation with the student (or an associate of the student);
- consideration of whether an adjustment is necessary;
- identification of a reasonable adjustment if an adjustment is necessary;
- making the reasonable adjustment; and
- consultation with a member of the College's Learning Enhancement Team to provide a suitable support programme for the student, which is considered a reasonable adjustment.

Assessing whether an adjustment is reasonable takes into account the student's learning needs and balances the interests of all parties affected, including those of the student with the disability,

the education provider, staff and other students. Consultation during the enrolment process will therefore consider:

- What is the impact of the disability for the student?
- What are the adjustments that need to be made?
- Are these adjustments reasonable within the context of the College?

Throughout this process, the College will take into account the individual support needs of the applicant and the capacity for the College to provide an appropriate educational program for the student. In particular, the College will assess the level of special service or facilities and the learning support required.

The College will, in making a final decision about required adjustments, consider resources and ramifications for the wider school community.

Should the College Principal determine that an enrolment offer not proceed, the decision is to be supported with evidence, (eg. the adjustment would be unreasonable, or the College would face unjustifiable hardship arising from the enrolment of a student with a disability) Once the decision regarding the enrolment has been made it is communicated promptly by the relevant Head of School to the student and their parents or guardians.

## **Ongoing Enrolment**

The Principal has the overriding discretion to cancel the enrolment of any student as a result of a serious breach of College policies, or as a result of ongoing minor breaches of policies, or the enrolment agreement, either by the student, the parent or guardians. Ongoing enrolment is contingent upon the demonstrated support for such policies and procedures and maintenance of diligent application by the student in their studies.

## **Financial Responsibility**

Unless otherwise advised or stated in Family Court Orders, all parents/guardians who have signed the prospective student's Letter of Offer, are jointly and severally responsible for paying the fees. Failure to pay initial and ongoing fees and costs associated with the student may lead to cancellation of the application and/or enrolment.

All fees are due by the first day of term.

Where fees are not paid by due date, payment arrangements are available in consultation with the finance department.

## **Change in Relationship between Parent(s)/Guardian(s)**

Parent(s)/guardian(s) must inform the College if there is a change in their relationship with each other subsequent to signing the application form (eg. divorce or separation). Under these circumstances, the family may require a new enrolment form be completed by the person(s) assuming the obligation of paying the school fees.

## **Fee Discounts**

As per College Policy – *Fees, Levies and Staff Fee Discounts*, in recognition of a family's commitment to providing a John Paul College education for their children, sibling discounts are applied as outlined in the fees schedule.

## Withdrawal

The College commits resources on the basis of confirmed enrolments. Once a student has been enrolled in the College or Boarding, it is essential that parents/guardians provide one school term's notice if they are intending to withdraw a student from the school. If a parent/guardian is intending to withdraw a student, then a full term's notice must be sent in writing to the Principal. Failure to do so will result in a full term's tuition fees being charged in lieu of this notice.

A term is a unit of academic time comprising a variable number of weeks in any given academic year as identified in the College calendar. There are 4 terms in each academic year. Notice of intention to withdraw on the last day of a term should be received by the Admissions Manager prior to the first day of the following term. A term does not include school holiday time nor is it an equivalent number of weeks that traverses two terms. If notice of removal is not given, it is the school's policy that parents will be charged for the subsequent term's fees.

## Policy Changes

All organisations, on occasion, initiate policy changes reflecting the needs of the organisations and their community at a particular time. Legislative changes can determine such circumstances. The College Board of Directors reserves the right to alter its enrolment policy as deemed necessary.

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