

St Edmund's College, Canberra

ENROLMENT POLICY AND PROCEDURES

1. Introduction

St Edmund's College Canberra is an Independent Catholic school for boys from Years 4 - 12. It was established by the Trustees of the Christian Brothers in 1954 and is maintained by the Trustees of Edmund Rice Education Australia.

Enrolment at St Edmund's College Canberra brings with it a commitment by students and families to be actively involved in contributing positively to the life of the school.

The school motto 'Christus Lux Mea' – Christ Is My Light - is our inspiration.

2. Policy

2.1 Essential Criteria

2.1.1 Parent(s) supportive of the ethos of St Edmund's College Canberra including a desire for their son to obtain an education in the Catholic faith, its traditions, teaching and worship

2.1.2 Unconditional acceptance of the College's Student Expectations and Student Code of Behaviour including a commitment by the applicant to be fully involved in the life of the College, maintain the high standards of discipline, academic achievement and high community profile.

2.2 Discretionary Criteria

2.2.1 Whilst Catholic families will have priority, students of all backgrounds are welcome.

2.2.2 Supportive references from Church and Community leaders.

2.2.3 Support for Catholic education evidenced by schooling in a Catholic school will be an advantage.

2.2.4 Son of an ex-student.

2.2.5 Siblings attend(ed) St Edmund's College, Canberra

2.2.6 School reports that indicate a student is co-operative and hard-working.

2.2.7 Familial relationships with St Edmund's College Canberra, for example: parents' siblings have child(ren) in the school.

2.2.8 In circumstances where the College is uncertain of its ability to cater for a student's special needs, an offer of enrolment is to be discussed with the Head of Diverse Learning.

2.2.9 Capacity of the school to meet or make reasonable adjustments to meet a student's individual needs.

2.2.10 The Principal reserves the right of enrolment for any child.

3. Condition of Admission

3.1 It is a condition of admission that:

- 3.1.1 Students must be prepared to participate fully in the life of the school. This means that they cannot be exempt from Religious Education classes, liturgies, mandatory off-campus programs and other authorised venues for Retreats and academic and / or pastoral activities, sporting and cocurricular programs and other school community activities;
- 3.1.2 Parents accept the conditions specified in the Student Expectations Form;
- 3.1.3 Parents and students accept the need to abide by the Student Code of Behaviour;
- 3.1.4 Parents and students accept the need to abide by the Co-curricular Policy;
- 3.1.5 Parents and students accept the need to abide by the ICT Use by Students Policy.

4. Points of Entry

4.1 The normal points of entry to the College are at Years 4, 5, 6, 7 and 11.

5. Priorities for Admission

5.1 Within the context of the above and with regard to the need to maintain reasonable class sizes, priorities for admission are as follows:

- 5.1.1 Catholic students from families already involved in the school;
- 5.1.2 Catholic students attending any other Catholic school;
- 5.1.3 Catholic students attending non-denominational schools;
- 5.1.4 Non-Catholic students already attending a Catholic school;
- 5.1.5 Other non-Catholic students;
- 5.1.6 The Principal may exercise discretion for admission in special circumstances.

6. Procedures for Enrolment

6.1 The following sequence of events will be applied:

6.1.1 Applications for enrolment are to be submitted on the appropriate form available from the College and on the College web site;

6.1.2 An **application and enrolment fee applies to all enrolments**

There is a \$100.00 fee to accompany the enrolment application and is non-refundable.

The non-refundable fee is capped at \$200.00 where two or more boys are being enrolled and accepted from the same family.

For Year 10 St Edmund's students moving into Year 11 there is a \$100.00 enrolment fee which is non-refundable.

For new students entering Year 11 the application fee of \$100.00 applies which is non-refundable.

- 6.1.3 Enrolments on the whole are determined during 'enrolment period' but all enrolments are considered on application throughout the year;
- 6.1.4 Parents will be informed by letter or email either that there is a place available or that they have been placed on a waiting list;
- 6.1.5 An interview with the Principal or delegate or Assistant Principal Junior School or delegate (as appropriate to the year level the student is entering) is held as part of the enrolment process at which the parents and the student will normally attend.
- 6.1.6 Information evenings are held for the parents of the incoming students in the year before their entry and orientation nights are held for each of the major intake groups towards the end of the school year proceeding commencement.