



Our Lady's College, Enrolment Policy

1. Purpose

Our Lady's College exists to support families who seek a Catholic education grounded in faith, learning, and community. The College partners with families to nurture the spiritual, academic, and personal growth of young people within a Catholic Christian environment.

2. Rationale

Our Lady's College is committed to providing high-quality, inclusive Catholic education. While priority is given to Catholic families who actively participate in parish life, the College also welcomes applications from families of other faith traditions who support the values, ethos, and educational mission of Our Lady's College.

3. Policy Outcomes

This policy is designed to ensure that:

1. **Enrolment procedures** are clear, transparent, and consistently applied to ensure procedural fairness.
2. **Catholic families** are prioritised in the enrolment process, while families of other faiths who support the College's ethos may also be offered places depending on availability.
3. Families understand the **core values** that shape our community.
4. The College maintains an **inclusive environment** grounded in dignity, equity, and social justice.

4. Responsibilities of Parents and Legal Guardians

By enrolling your child at Our Lady's College, you will be entering a partnership with the school to promote and support your child's education. As in any partnership, it is important that all parties understand their responsibilities. These include:

Parents and Legal Guardians:

- Agree to respect and support the Support the **Catholic ethos, mission, and values** of the College including the requirement for students to participate in the learning and assessment of Religion Education and the Religious Life of the School e.g. liturgies, prayer and retreats.
- Commit to support the school/college's policies, processes, Parent/Guardian Code of Conduct and safeguarding requirements. This includes but is not limited to Student Behaviour Support Policy, Uniform Policy and Attendance Policy and Procedures.
- Work in partnership with the school and provide the school with full and relevant information about your child's learning and wellbeing needs. This enables effective planning for transition and support. A failure to disclose relevant information may result in delays in the consideration of an enrolment application or the need to review an enrolment.
- Commit to meeting the payment of school fees and levies. No student will be denied a Catholic education because of a family's genuine inability to pay school fees. Financial assistance to families in need must be negotiated annually through the College Fee and Concession Process.



- Contribute to the life of the College through service, including participation in the **Parent Engagement Group (PEG)**.
- Raise any safeguarding concerns or complaints promptly through following our College procedures and respect the confidentiality of the matter.

5. Application and Interview Process

1. Families submit an **online Application for Enrolment**, including all required documentation (see point 6 below).
2. An **Enrolment Fee** (*non-refundable*) is paid at the time of application. This fee is charged by the school to administer the enrolment process.
3. Applications are considered complete once Step 1 and Step 2 above have been fully actioned. Please note that an acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
4. Applications for Year 7 open during the child's **Year 2** year.
5. **Interviews for Year 7 enrolment are generally conducted in Year 3**, with some additional interviews for students from Year 4. Other interviews may occur at any time prior to commencement given individual circumstances.
6. Families must bring relevant documents to the interview, including:
 - Baptismal certificate (as available but required to be considered within the priority category)
 - Birth Certificate (required)
 - Recent school reports (required)
 - NAPLAN results (required)
 - Any learning support or medical documentation (required)
 - References (e.g., Parish Priest, teacher) - (as available)

Families may provide additional information that supports their application.

6. Enrolment Priority Guidelines

A process of discernment regarding the offer of enrolment interview is undertaken following the receipt of a fully completed application (see Section 5 above) and subject to the availability of places. Each application is judged on its merit according to our enrolment categories and additional considerations. These are outlined below:

- **Category 1**
Baptised Catholic students with priority given to those who are active in their parish community.
- **Category 2**
Siblings of current or past students.
- **Category 3**
Students whose families demonstrate a commitment to a current BCE school.
- **Category 4**
Students whose families demonstrate a commitment to their faith tradition, or wider community, and who seek to share in the values and practices of the College.

Allocation to categories is based on:

- Information provided in the enrolment application
- Supporting documentation (e.g., Baptism Certificate, Parish References etc)



- Exceptional circumstances may be considered at the discretion of the Principal when assigning priority categories for an individual application.

Additional Considerations

Children of current, ongoing staff members will be prioritised within the category that best reflects their circumstances.

All relevant information must be disclosed by parents/guardians during the enrolment process. This includes information related to their child's health, learning needs, behaviours and financial capacity. Where such information is not disclosed, the Principal may reconsider the enrolment offer.

7. Enrolment Application Support Process (EASP)

Our Lady's College welcomes students from diverse backgrounds and with diverse needs in accordance with both legislation and BCE policy. Our Enrolment Application and Support Process ensures that students with disability who may require additional support—such as specialised resources, modified programs, or teacher aide assistance, are afforded access to and participation in education on the same basis as other students and that thorough planning for successful transition to school and support at school can occur. Accurate disclosure of learning, behavioural, or medical needs is essential. Failure to provide relevant information may affect the continuation of enrolment.

8. Acceptance of Enrolment

Once an offer is made, families must:

- Complete the **Confirmation of Enrolment Agreement**, and
- Pay a **non-refundable Acceptance of Enrolment Fee of \$500** per student.

A place is confirmed only when both steps are completed.