

## **ENROLMENT POLICY AND PROCEDURES**

### **INTRODUCTION**

In a pluralistic but substantially secular culture, Loreto schools need to generate an environment where the Gospel is appreciated, lived and imparted. They need to build a strong sense of Christian Community, offering a genuine experience of what Church is and can be within the context of the wider Church.

#### *Loreto Schools of Australia Mission Statement*

In the spirit of Mary Ward, Loreto schools aim to promote in their students intellectual development supported by Christian commitment and a relationship with Christ.

Particular emphasis is given to nurturing the virtues of gentleness, receptivity, compassion and reflection, as well as those qualities held dear by Mary Ward: freedom of spirit, sincerity in communication, personal integrity, a discriminating attitude to truth and a cheerful disposition.

It is envisaged that in becoming well-informed, self-directed, spiritually mature women, the students in their turn will be capable and willing to contribute to the building of a society characterised by Gospel imperatives.

### **RATIONALE**

This policy outlines principles and procedures to be followed as the College makes decisions regarding the enrolment of students.

### **GUIDING DOCUMENTS INCLUDE**

- *Loreto Schools of Australia Mission Statement 2010*
- *Loreto Schools Advisory Committee (LSAC) Policy on Enrolment*
- *Enrolment of Students with special needs at Loreto College Coorparoo 2006*
- *Vision Statement for Loreto College Coorparoo 2008*

### **PRINCIPLES**

In order to fulfil the aims stated above, a process of discernment regarding the offer of places will be undertaken by the Principal. The final decision of an offer of enrolment rests with the Principal.

Loreto College Coorparoo gives preference to students from Catholic and Eastern Orthodox Churches.

Each application will be considered on its merits having regard for each of the following factors

- degree of involvement in their Catholic or Eastern Orthodox community, parish or school;
- the student's sacrament status;
- sister of current or past student of Loreto College Coorparoo;
- sibling of Villanova/St Laurence's student;
- daughter of past student;
- interstate Loreto applicant;
- the College's ability to cater for the specific talents and needs of each person;
- the student's past behaviour and attitude
- NAPLAN results reflecting gifted and talented abilities

The resources able to be provided within the College to meet the educational and emotional needs of the student are taken into consideration in decision making with respect to enrolment.

While we welcome applications from families of all faiths or denominations we need to give priority as nominated in the above factors.

**Non-disclosure of known special need may result in cancellation of the enrolment process.**

## **SCOPE**

All applications received will be subject to this policy.

## **PROCEDURES**

An application package will be available through the office from mid-January when your daughter is in Year Three (3). A package can be asked for by written request, email, phone or in person. It will be posted and/or emailed to you or can be collected from the office.

### ***The Application package will consist of***

- an Application Form
- prospectus
- privacy statement
- declaration of support for the College in its religious and faith dimensions and operational aims
- statement of financial responsibility

### ***You will need to return***

- Application Form
- copies of Birth certificate and Sacramental certificates including Baptism, First Eucharist and Confirmation
- latest school report and NAPLAN results
- any specific reports relating to ascertainment or special needs
- declaration of support for the College in its religious and faith dimensions and operational aims
- statement of financial responsibility.

**All completed applications that are received by the advertised closing date (February 8) for application will be examined and placed in order discerned by the Principal. There will be a list for first round offers and a waiting list.**

You will be notified of offers by the advertised date and the offers will have a strict closing date for acceptance and payment. Loreto College conducts interviews only for students after acceptance into the College and these will be held when students are in Year 5.

The interview is an essential part of the enrolment process and serves to communicate fully the needs and requirements of both parent and College.

Applications will continue to be accepted on the waiting list and the status of each application will be conveyed as soon as possible.

Applicants who have not been offered places in the first round of offers may be contacted if other offers are not accepted or if vacancies become available.

**When an application is being made for Years 9-12 an interview will be arranged as soon as a vacancy becomes available.**

There is a non-refundable application fee of \$150.00.

There is a further non-refundable enrolment fee of \$500.00 on acceptance of a place.