

# Enrolment Policy & Procedures

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## 1. Our Vision

We welcome applications from families of all faiths and denominations to our College. Loreto College Coorparoo is a secondary school for girls which enrolls students whose parents/caregivers seek a Catholic Education within the tradition of the Loreto Sisters (Institute of the Blessed Virgin Mary-IBVM). The goals of a Loreto Education reflect those of Mary Ward; to meet the intellectual, social and spiritual development of young women to take their place in the society in which they live.

The College exists to provide quality education for young women from varying socio-economic and cultural backgrounds. Our vision is to offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

## 2. College Policy

Parents/caregivers seeking to enrol a student at Loreto College must give a commitment to supporting the mission and values of the School. A commitment to College values or to the students' own faith tradition is required.

Each application which gives evidence of meeting this commitment will be considered by the Principal on its merits having regard to factors detailed below. The final decision of an offer of enrolment rests with the Principal.

In the determination of enrolments, the following factors will be considered:

- Students who are sisters of current students
- Students who are sisters of past students, daughter/granddaughters of past students or who have other strong family ties to Loreto Schools (such as interstate transfers from other Loreto schools)
- A commitment to Catholicism or the student's faith, which may include attendance at a Catholic school, a statement from the parish priest or faith leader or evidence of sacraments.

**In order to support a commitment to diversity and inclusiveness, up to 20% of places may be determined using the factors below rather than the above priority categories.**

Additionally, where the number of applications exceed the number of places offered, the following factors will be used:

- The student's past behaviour and commitment at school.
- School reports and standardised testing results.
- The College's capacity to cater for the specific talents and needs of each person.
- Significant material, social, spiritual or emotional disadvantage of the student and/or her parents/caregivers.

**Date of receipt of applications may be used if all other priorities and factors prove equal.**

Where applications are received for students requiring additional support, the application will, in the first instance, be considered according to the enrolment process outlined above. In addition, an enrolment support process examining the physical, human, curriculum and financial resources of the School and the needs of the student, will be undertaken in consultation with the parents/guardians of the student prior to an enrolment offer.

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Nondisclosure of known support needs can have significant implications for the ongoing support of students at the College and may result in the cancellation of the enrolment process or enrolment.

Ongoing enrolment, once students have commenced at the School, is contingent on the demonstrated support by both the student and her parents/caregivers for the School's values, policies and procedures, the maintenance of diligent application by the student in all aspects of her studies program and consistent attendance.

## 3. Rationale

Loreto College Coorparoo has designed and adopted the Enrolment Policy to:

- Be transparent, fair and employ selection criteria informed by the religious foundations of the College;
- Ensure a just and equitable use of resources for the best interests of its current and future community, always conscious of the wider community in which is situated;
- Meet funding and legislative requirements;
- Promote partnerships between the College, families and other entities in the best interests of the students;
- Develop a school community whose student population reflects the diversity of the social and financial circumstance and academic ability of the wider community.

## 4. Guiding Documents

- Loreto Schools of Australia Mission Statement 2010
- Mary Ward Schools' Compass
- QCEC- Inclusive Practices in Catholic Schools Document
- Enrolment Application and Procedure: Loreto College Coorparoo 2017
- Loreto Strategic Plan 2018-2022
- Education Act (Accreditation of Non-State Schools) Act 2014
- Loreto Educational Philosophy

## 5. Registration of Interest, Year 7 2024

- 1) To register your interest in applying for **Year 7 2024** and beyond, please complete the Registration of Interest form via [www.loreto.qld.edu.au/enrolment-timeline/](http://www.loreto.qld.edu.au/enrolment-timeline/)
- 2) Once your daughter's registration has been processed, you will receive a confirmation email and your daughter's details will be placed on the College's Enrolment database.
- 3) We will contact you once the enrolment process opens for your daughter's prospective intake year.

## 6. Year 7 Enrolment Applications 2019-2023

Applications for Year 7 are to be submitted via our website [www.loreto.qld.edu.au/enrol](http://www.loreto.qld.edu.au/enrol)

Before submitting an application, please download and read the College Prospectus or alternatively, complete the online request to receive a copy in the mail. We recommend having the following documentation already uploaded (if available) before commencing the application process:

- Birth Certificate
- Statement from Parish Priest/Faith Leader or Sacramental Certificates (if available such as Baptism, Reconciliation, First Communion and Confirmation) or a statement of the family's commitment to College Values.
- Semester 1 and Semester 2 Reports (most recent)

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- NAPLAN results
- Any specific reports relating to verification or special needs;
- Family Court Order/Parenting Orders (if applicable)
- A non-refundable \$150 application fee, payable by credit card

FULL AND FRANK DISCLOSURE OF ALL INFORMATION REQUESTED ON THE ENROLMENT APPLICATION IS A CONDITION OF ENROLMENT.

DELAYS MAY OCCUR IF DOCUMENTATION IS NOT READY AND AVAILABLE.

Following completion, all submitted applications will be acknowledged by email.

Please note, further information may be sought if required or if the application is incomplete.

## 7. Years 8 - 12 Enrolment Applications

Please contact the College prior to submitting an application for any of the above year levels.

Offers for these year levels are made at the discretion of the Principal.

## 8. Offer of a Place

When your daughter is in Year 4, Year 7 offers are made in February based on the application criteria and at the Principal's discretion.

To confirm the offer, a non-refundable acceptance fee of \$550 for new families and \$275 for existing families along with a signed contract must be returned to the College by the due date as outlined in correspondence. This then confirms a place for your daughter.

Students who do not receive a first round offer will be placed on a waitlist and contacted if a position becomes available.

## 9. Enrolment Timeline

### ***BIRTH – YEAR 2 – Registration of Interest***

Registration of Interest open from birth to Year 2.

### ***YEAR 3 – Applications Open***

Applications open at the commencement of Year 3.

### ***YEAR 4 – Applications Close***

Applications close early February and first round offers are made shortly after.

To confirm the offer, a non-refundable acceptance fee of \$550 for new families and \$275 for existing families along with a signed contract must be returned to the College by the due date as outlined in correspondence. This then confirms a place for your daughter.

Students who do not receive a first round offer will be placed on a waitlist and contacted if a position becomes available.

## **YEARS 5/6 – Pre-Commencement Interview**

Pre-Commencement Interviews are compulsory for all families to attend. They are an essential part of the enrolment process to ensure that any updated information regarding the student or her family is shared with the College prior to commencement in Year 7.

The prospective student is required to attend the interview.

## **YEAR 6 – Orientation Days**

Two Orientation Days will be held in October when your daughter is in Year 6. These days will involve initial orientation with College life, some pre-testing and exposure to elective choices to enable informed decision-making prior starting in Year 7.

**This Policy will be reviewed annually or as necessitated by legislation.**