

# DOMESTIC STUDENT ENROLMENT POLICY

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## Rationale

Villanova College is an independent Catholic College for boys in Years 5 to 12 governed and administered in accordance with the traditions of the Order of St Augustine.

Through its enrolment policy, the College endeavours to contribute towards and further enhance the development of its Catholic identity displaying a distinctly Augustinian charism and spirituality. Predominantly, the College enrolls students whose parents seek a Catholic education within the tradition of the Order of St Augustine.

The purpose of this policy is to provide a framework of principles to support enrolment procedures at the College that are guided by principles of justice and equity and give expression to Augustinian vision, mission, values and ethos.

## Policy

The College is committed to providing enrolment procedures that: are transparent, fair and based on selection criteria which facilitate consistency of approach and process; ensure a just and equitable use of resources for the best interests of its current and future community; meet funding and legislative requirements; and provide access which reflects the needs and diversity of the community.

## Implementation

### Scope of Policy

1. This Policy applies to:
  - all members of College staff involved in the enrolment process.
  - all students and parents who wish to register an enrolment at the College.
2. This policy does not apply to International students who are not Australian citizens.

## Principles

### 1. Selection Criteria

Enrolment is offered on the basis of the faith of the student and his family, the family's relationship with their Church, on current and previous connections with the College, and on particular needs of the family, the student and the College. The resources able to be provided within the College to meet the educational and emotional needs of a student are taken into consideration in decision making with respect to enrolment. Each application is considered on its merits.

The College's enrolment procedures are guided by the following criteria:



1. The College welcomes applications from families of all faiths or denominations. Preference is given to students who are baptised Catholics, and whose families demonstrate a lived practice of their faith. The College may enrol students from other faith traditions whose families demonstrate harmony with the expressed values and practices of the College. In such instances, the College seeks to express the Catholic value of respecting the faith journey of all persons.
2. An integral part of the enrolment procedures is the interview process. During the interview particular focus is placed on:
  - Importance of faith and religious values in the life of the family;
  - Extent to which parents are seeking an Augustinian education for the student, their commitment to support the ethos of the College and its Faith teachings and their desire for the student to participate in the religious life of the College;
  - Degree of involvement of the student and/or his parents in their Catholic or other faith community, parish or school.
3. Preference is generally given to students based on current and previous connections with the College, in the following priority order:
  - (i) Students who are siblings of present students;
  - (ii) Students who are siblings of past students, or students who are sons/grandsons of past students.

Preference will only be given in the case of students who are siblings of present or past students provided all school fees due and payable by the family are fully paid at the date of the enrolment application. An enrolment offer may be withdrawn if at any time prior to attendance at the College fees due and payable by the family remain unpaid.
4. Each application will be considered having regard to the following additional factors:
  - the parents can meet the reasonable expectations of the College in relation to the appropriate fees and sundry levies in accordance with the Villanova College Schools Fees Policy;
  - Families who have recently moved to Brisbane from interstate or overseas;
  - Date of lodgement of enrolment application is in accordance with enrolment procedures.
5. Preference is given to a student requiring admission at the commencement of an academic year although entrance may be accommodated at any time throughout the school year depending on circumstances.
6. The College does not offer scholarships.

## 2. Conditions of Enrolment

Full and frank disclosure of all information requested on the enrolment application is a condition of enrolment. Nondisclosure of known educational needs may have significant

implications for the ongoing support of a student seeking enrolment and may result in the cancellation of the enrolment process.

As outlined in the Student Enrolment Acceptance Agreement, students and parents are required to comply with and support College policies and procedures.

### 3. Ongoing Enrolment

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

### 4. Enrolment Discretionary

Enrolment is ultimately at the discretion of the Principal. The College reserves the right to take into account the College's ability to serve the educational needs of each child.

## Definitions

The terms defined in this clause have the following meaning in this policy and in the Villanova College Domestic Student Enrolment Procedures unless the context indicates otherwise:

**Siblings** means a person who is:

- a brother of a present or past enrolled student, with at least one biological or adoptive parent in common, irrespective of their place of residence;
- a child whose usual place of residence is the same as a present or past enrolled student's and whose parent is the partner of the student's parent; and
- a child officially in care or foster care and living at the same place of residence with the present or past enrolled student.

**Parent** means the parent, guardian or carer charged with the legal responsibility for the long term care, welfare and development of the student. It includes a prospective parent of the College.

**Principal** means the Principal or the nominee of the Principal.

**Student** means a prospective or current student of the College.

**Student Enrolment Acceptance Agreement** is the legally binding agreement between the College and parents or any other individuals who are a party to the agreement. It is signed on acceptance of enrolment at the College.

## Evaluation and Review

This policy is to be reviewed after three years or earlier to take account of any changes to relevant legislation or regulations or to the College's operations and practices and to make sure it remains appropriate to the changing environment.



**Review Date:** 18 September 2022.

**Endorsement:** Approved and endorsed by the Villanova College Board on 18 September 2019.

# DOMESTIC STUDENT ENROLMENT PROCEDURES

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## Enrolment Procedures for New Domestic Students

Parents who are willing to support the vision and mission of Villanova College as a Catholic College for boys in the Augustinian tradition are eligible to undertake the College's enrolment procedure. This procedure involves 3 steps:

### Step 1: Place the applicant on the Enrolment Register

To register an interest in enrolling a student at the College parents need to complete an Enrolment Registration form. This form requires details of:

- parents' names, address, and contact details;
- student's name, current school, current year level, religion, intended commencement year and year level and whether any siblings have attended the College.

Registration is only accepted once the student has started school.

Parents receive a confirmation email once the registration has been processed and the student's details are then placed on the College database.

### Step 2: Submit an Enrolment Application

Parents of students on the Enrolment Register are notified once the enrolment application period opens for a particular year group. Parents of students not on the register can seek further information by contacting the College's Enrolments Office.

Applications for enrolment are usually accepted 2 years prior to the date of proposed commencement for places in Year 5 or Year 7. Applications are not limited to those students residing within local geographic areas.

The enrolment application package is on the Villanova College website. It contains an application form, details of the non-refundable application fee, reference pro forma, current fee schedule, privacy statement and a list of all documentation required. Parents need to read the following: Domestic Student Enrolment Policy; Fee Schedule for entry year; School Fees Policy; School Fees Procedures; Information Collection Notice; Enrolling Parent Occupation Groups.

The application must be returned with all the required documentation, otherwise it cannot be processed. The documentation includes copies of: applicant's Baptismal Certificate; Birth Certificate or Australian Citizenship Certificate or International Passport or

either a copy of his Visa or Documents to Travel; most recent School Report; Naplan results; completed Reference Pro-Forma; recent photograph; Court and/or Parent Agreements (where applicable); any medical or learning support reports / documents. Further information may be sought if required or if the application is incomplete.

If an applicant has additional learning support requirements it is important that parents disclose all available information regarding his learning needs with the application. As part of the enrolment application process, the Learning Support Department will also be required to fully review an application. In many instances, they will seek further permission (via an EAP Consent Form) to contact the applicant's current school and other learning support specialists. This process is critical to enable a full understanding of how the College can best cater for specific learning needs, and ensure a match with the capacity of the College's Learning Support Department. Developing a sense of partnership and transparency in this process is critical for success.

The acceptance of an application form does not guarantee an offer of enrolment.

All parents are invited to attend an enrolment interview and are notified of an interview date and time. The prospective student is required to attend the interview. It is conducted by a senior member of staff. At that time both parties can ask questions and the information in the enrolment application will be discussed and updated as necessary. The interview permits full communication of the needs and requirements of both parents and College. Enrolment is dependent upon a satisfactory interview. Offers are not made during the interview.

All parents will be notified once all interviews have been completed and applications reviewed as to the success of an Enrolment application.

An offer of enrolment may be made in writing following interviews with all applicants. Enrolment is always dependent on there being available places. Due to the demand for enrolment places, the College may be unable to offer a position to every applicant even when an applicant and his family meet all or most criteria.

### **Step 3. Confirmation or Acceptance of Enrolment and Enrolment Agreement**

An Enrolment Acceptance Form and Student Enrolment Acceptance Agreement are sent to successful applicants and must be returned to the College within the required time frame with the non-refundable Confirmation of Enrolment fee in order to secure an enrolment place.

If an offer is unable to be confirmed or accepted in time it will lapse, and the College will need to go to its waitlisted applicants to make the next offer. For this reason, if the College is unable to make an offer to an applicant in the first instance, the application will be kept on the waitlist and regularly reviewed as spaces continue to



become available. Parents must ensure that they keep the College up to date with regard to their application and submit any new reports or information that is relevant to the applicant's learning.

Where an offer of enrolment is accepted, parents are required to execute a Student Enrolment Acceptance Agreement. Parents or any other individuals who are a party to this agreement are legally bound by the express or implied terms of the agreement.

Once all vacancies for a particular year are filled, any remaining applicants are placed on a waiting list in accordance with the principles outlined in the Villanova College Domestic Student Enrolment Policy. This waiting list is also for applicants wishing to obtain a casual vacancy.

## **Withdrawal of Enrolment**

In accordance with the College School Fees Policy, Parents wishing to withdraw their son's enrolment are required to provide written notice to the Principal by no later than the first day of the term at the end of which it is intended he should leave, or if it is intended he should leave during the term, by no later than the first day of the preceding term. Parents failing to comply with this requirement will pay or forfeit (as the case may be) to the College one term's fees in lieu of notice.

## **Enrolment Enquiries**

Enrolment correspondence should be directed to:

### **Enrolments Office**

Villanova College

PO Box 1166

Coorparoo DC Q 4151

P: (07) 3394 5690

E: [enrolments@vnc.qld.edu.au](mailto:enrolments@vnc.qld.edu.au)