



ENROLMENT POLICY

Policy:

Emmaus College has been established as an ecumenical College primarily to support families who wish to actively develop their faith within a contemporary Christian community. While the participating Church traditions are the Anglican, Catholic, Lutheran and Uniting, we also welcome families of other faiths who demonstrate commitment to their faith and to the community. Priority for enrolment is given to families of the participating traditions.

Guidelines:

1. Enrolment at Emmaus College is subject to an interview with a member of the College Senior Leadership Team and the availability of vacancies within the College. All enrolments will be discussed in connection with our College's Enrolment Policy, which gives preference for placement into our school under the criteria listed below.

Preference will be given to children who are:-

1. *Siblings of children already enrolled at Emmaus*
 2. *Children of staff members*
 3. *Baptised members of one of the four participating Church traditions*
 4. *Members of a Christian family of one of the participating Church traditions*
 5. *Members of a Christian family of another Christian community and members of families seeking education in a religious context and who seek to share the values and practices of the College*
2. Students enrolling in **Preparatory Year** must have turned 4 by 30 June in the year prior to commencement at Emmaus. Students enrolling in **Year 1** must have turned 5 by 30 June prior to commencing Year 1.
 3. Enrolment applications for children attending the Emmaus Kindergarten will be processed according to the criteria listed above.
 4. Sibling interviews will be completed by the end of term 2. Any sibling applications received after this date cannot be guaranteed a position and may be placed on a waiting list.
 5. All enrolments are subject to the discretion of the Principal or his delegate. In addition to the categories outlined above, consideration is also given to a range of additional factors, including:
 - ✚ Readiness for school (particularly entry to Preparatory Year and Year One)
 - ✚ Previous commitment to Christian schooling
 - ✚ Parental expectations in relation to: study commitment, school participation, appropriate behaviour and faith involvement
 - ✚ Support available for particular student needs in learning and behaviour
 - ✚ Particular family circumstances
 6. Special Needs Enrolment. As a Christian school Emmaus welcomes children who have special learning needs. Children who have disabilities of any kind have the opportunity to be enrolled as per the Enrolment and Support Process for Students with Special Needs.

Failure to disclose information relevant to the learning and behavioural needs of your child may subsequently result in termination of the enrolment.
 7. Priority is given to students who are enrolled at a school linked to one of the participating Church traditions.

Conditions of Enrolment

1. Emmaus College operates from a Christian ecumenical philosophy while being administered and owned by the Archdiocese of Brisbane Catholic Education. All students and families are required to support the ethos, mission and values of the College. Students are expected to participate in the Religious Education and other related programs of the College, including attendance at liturgical experiences and celebrations, retreats and camps, that may be organised from time to time.
2. Students enrolled accept the rules of the College and parents/caregivers cooperate with College staff in implementing the Student Behaviour Support for Learning Plan. This document is available to parents on the College website.
3. Parents/caregivers undertake to meet financial responsibilities by paying Fees and Levies by the due date.
4. All enrolments must be accompanied by a copy of the student's Birth and Baptismal Certificates and Immunisation records. Report Cards, NAPLAN results and any other relevant documentation should also be provided on application.
5. An **Application Fee of \$100 per student** is paid on application. This fee is non-refundable after an interview by the College.
6. An **Enrolment Acceptance Fee of \$150 per student** is required to confirm acceptance of a place at Emmaus College. This Fee is not refundable.

Enrolment Cancellation

Families who are leaving the College need to complete an *Exiting Student Form* (available from the office and the College website) detailing a final enrolment day and a forwarding address. Outstanding fees must be settled by the student's last day at school and any textbook hire materials and library books returned.