



# 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 enrolled at Emmaus.*
  2. *Baptised members of one of the four participating Church traditions (Anglican, Catholic, Lutheran and Uniting).*
  3. *Students currently enrolled at a BCE school.*
  4. *Children who are not baptised or dedicated, but whose family is looking for a religious education for their child.*
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 their 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.
    - ✚ Particular family circumstances.
  6. Enrolment Application and Support Process. This process is followed for students who require significant educational adjustments. Details about this process are available from the College.

Enrolment of students requiring significant educational adjustments will proceed according to guidelines set down by Brisbane Catholic Education and following the Emmaus College Enrolment Procedures for Students with Disabilities. If special needs become apparent after enrolment, the process may be started at any time. It is the responsibility of parents to disclose all relevant information regarding a child's special needs at the time of making an application for enrolment.

## 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, Report Cards, NAPLAN results and any other relevant documentation as applicable 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.