



San Damiano College

Enrolments Policy

Introduction

San Damiano College is new a Catholic, co-educational secondary college in the Franciscan tradition and is a proud member of Brisbane Catholic Education.

The college is part of the Church's mission to educate and support the faith of its members and strives to provide a nurturing and innovative learning environment for our students.

Through an equitable and just enrolment process, the college is open and accessible to all families who seek to share and support its Gospel values. The college implements the Brisbane Catholic Education (BCE) Enrolment Application Support Process for students requiring educational adjustments.

Rationale

The purpose of this policy is to:

1. Ensure that the San Damiano College's enrolment policy fulfils the requirements of Brisbane Catholic Education.
2. Provide transparent, fair and equitable procedures for the enrolment of all students.

Priority of Enrolment

Enrolment at San Damiano 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 enrolment preference following the criteria below;

1. Baptised Catholic from a Catholic school.
2. Sibling of a currently enrolled student.
3. Baptised Catholic from a non-Catholic school.
4. Students from other faith traditions whose families demonstrate that they share the expressed values of the school and who are willing to support and contribute to the school's vision and ethos.

In addition to the categories outlined above, consideration is also given to a range of additional factors, including:

- Commitment to a Catholic Education or commitment (e.g. practice, sacramental program, parish involvement);
- Parental expectations in relation to study commitments, school participation and appropriate behaviour;
- Student's past record of learning and behaviour;
- Support available for student needs in learning and behaviour;
- Family circumstances.

All enrolments are subject to the discretion of the Principal or their delegate.



San Damiano College

Procedures

Step 1: Complete an Application for Enrolment form accessed through our school website.

All relevant supporting documentation is required at the time of lodgment:

- Birth Certificate
- Catholic Baptism Certificate
- Latest two school reports
- Latest two NAPLAN reports (if applicable)
- Any medical or specialist learning reports/assessments (including any occupational therapist, speech therapist, psychologist, and pediatrician reports).

If noted in your application:

- Any legal documentation
- Medical Action Plan
- Student Specialist Assessments
- Passport or Visa
- Australian Citizenship (if born overseas)

Step 2: Once all documentation has been received by the college, and should there be a vacancy, you will be invited to an enrolment interview with the Principal or their delegate. This interview is also an excellent opportunity for the incoming family to address any concerns or questions about the school in general or their young person commencing school at San Damiano College.

Step 3: A formal offer of enrolment may be offered via email. To accept the offer, the Confirmation of Enrolment form must be completed and returned.

Applications for Enrolments for future years are kept on file until the appropriate year. Please refer to the Key Dates table on the website before submitting an enrolment application.

Enrolment Application and Support Process

Introduction and Rationale

The Enrolment Application and Support Process (EASP) reflects the ongoing commitment of Brisbane Catholic Education (BCE) towards inclusive practices in schools and is guided by the principles of justice as reflected in Church, education, and legal areas.

The consultation process seeks to reveal and clarify:

- The characteristics of the learner including impact of the disability.
- The educational adjustments required for learning.
- The implications of adjustments within the context of school, family and student

The EASP is applied to:

- **Initial enrolment consideration:** When an application for enrolment is made on behalf of a student for whom it is considered likely that adjustments will be required to enable the student to participate in education, and use facilities, on the same basis as students without a disability, EASP is applied.



San Damiano College

Process

This process is followed for students who require significant educational adjustments. Processes for special needs enrolment are conducted with dignity, respect, privacy and confidentiality.

Failure to disclose information relevant to the learning and behaviour needs of your child may subsequently result in termination of the enrolment.

While the criteria still apply, San Damiano College must adhere to Brisbane Catholic Education's policy and guidelines for the Enrolment Application and Support Procedures for Students with Special Educational Needs. The philosophy of integration, levels of ascertainment, terminology, support proformas, checklists, and the process for accepting enrolment for a child with special educational needs is clearly outlined below.

The stages of enrolling a student with special educational needs are as follows:

Preliminary Stage

- An application for enrolment is made through the usual school enrolment process.
- Principal initiates the use of EASP where necessary.

Stage 1 – Parent/Legal Guardian Meeting and Initial Data Gathering

- Enrolment Support Team, parent/legal guardian and student meet. Partnership is formed.
- Initial data is gathered.
- If student meets enrolment policy criteria, a place is held for the student while additional data gathering, and exploration of adjustments is carried out.

Stage 2 – Additional Data Gathering

- Additional data gathering is carried out as required to inform transition and personalised planning.
- Observation in current setting (if relevant).
- Educational adjustments are explored.
- Data gathering continues in the year prior to transition.

Stage 3 – Enrolment Support Meeting

- Information is shared, discussed and clarified with the parent/legal guardian and student.

Stage 4 – Reflection and Decision Making

- Stage 3 and Stage 4 may be consolidated if appropriate.
- Principal, in consultation with the Enrolment Support Team, makes enrolment decision.
- Enrolment is offered, if applicable.
- Principal communicates offer of enrolment in writing to parent/legal guardian.

Stage 5 - Transition Action Planning

- Case Manager is appointed.
- Transition Action Plan is developed.

There are desired outcomes, various personnel involved, processes, and actions in each of these stages. However, all stages must follow the procedures and processes set out in the Brisbane Catholic Education guidelines.

The process for an enrolment application must adhere to the BCEC policy to ensure that it complies with the [Disability Discrimination Act](#).



San Damiano College

Fees

Our current fee structure and policy can be found on our website or by contacting the college.

In line with Brisbane Catholic Education's School Fees and Concessions Policy, young people will not be excluded from San Damiano College for economic reasons related to the inability of the family to pay fees.

It is an expectation, however, that all families would be able to make some form of contribution towards such fees.

Enrolment Cancellation & Refunds

If a student leaves the College during a school term, written notification must be provided to the Principal at enrolyarrabilba@bne.catholic.edu.au

All College property, including library books, laptops, and associated accessories, must be returned prior to the student's departure.

At the Principal's discretion, an adjustment to the Statement of Fees and Levies may be applied, based on the number of weeks the student attended the College during the term. Any outstanding fees will remain payable in accordance with normal payment terms. Where applicable, fees in credit will be refunded.

Notice of Withdrawal

Families are required to provide a full term's written notice to cease a student's enrolment. Where sufficient notice is not provided, full-term fees may be charged in accordance with the College's Fee Policy.

To formally withdraw a student, written notification must be submitted via email to enrolyarrabilba@bne.catholic.edu.au

Verbal or telephone notification alone is not sufficient and does not constitute formal withdrawal. Enrolment will continue until written confirmation is received.