

ST JOSEPH'S COLLEGE GEELONG

POLICY 6.1 ENROLMENT POLICY GUIDELINES

AMENDED MAY 18 CHECKED MAY 18 – RAS/AMN

PURPOSE

To provide broad guidelines for enrolment of boys at St Joseph's College Geelong in accordance with:

- Archdiocesan Guidelines
- Catholic Education Melbourne recommendations on enrolment numbers
- A spirit of co-operation with other Geelong Catholic schools and Colleges
- The touchstones of Catholic schools in the Edmund Rice tradition

GENERAL GUIDELINES

Academic Levels

- Entrance examinations will not be used at any year level.

Students with Significant additional learning needs.

- The College is welcoming of students with special disabilities. Our capacity to meet the needs of individual students with disabilities would require discussion prior to enrolment.
- If Government special financial funds are not available careful consideration will be given to the number of students with significant additional learning needs.

SELECTION GUIDELINES

Year 7 Entry

The following factors will be considered:

- Catholic boy from Catholic Primary School
- Boy who is baptised into an Eastern Rites Religion.
- Sibling of a current student.
- Son of staff at St Joseph's College.
- Catholic boy with sacraments from a State Primary School where attendance at a Catholic school is not possible.
- Catholic boy with sacraments from non-Catholic Primary School.
- Non Catholic boy at a Catholic Primary School.
- Non Catholic boy with a sibling at Sacred Heart College, Clonard College or St Ignatius College.
- Son of an Old Collegian.
- Active Church family
- Special circumstances

Procedure

Enrolment Applications should be lodged by the Enrolment closing date, this is usually in May the boy is in Grade 6.

Applicants are encouraged to attend a College Tour and speak with a staff member, usually the Registrar.

Catholic families are required to forward a copy of the applicant's Baptismal and First Eucharist Certificates, otherwise the applicant is treated as non-Catholic.

A copy of the Year 5 school report and NAPLAN results will be required at the time of application.

The College may require any proposed applicant to present himself for an interview.

Families will be notified via email an Offer of Enrolment, placement on a waiting list or unsuccessful outcome of the application by mid June.

GENERAL GUIDELINES

- The Principal makes the final decision on acceptance or non-acceptance of any student to the College.
- The College is welcoming of students with special disabilities. Our capacity to meet the needs of individual students with disabilities would require discussion prior to enrolment.
- If Government special financial funds are not available careful consideration will be given to the number of students with significant additional learning needs.
- Entrance examinations will not be used at any year level.
- In the event that a family decides to accept a scholarship to another secondary College, we reserve the right not to offer enrolment to their younger sons.

Years 8-12 Entry

Catholic and non-Catholic enrolments are taken across these year levels, depending on places available.

Procedure

Once contact is made with the Registrar, an 'Application for Transfer', 'Enrolment Application' and College Prospectus are forwarded to the family.

A copy of the student's most recent report should be forwarded with the Enrolment Application.

Once the Enrolment Application has been received by the College, and we establish that a place is available at that year level, telephone contact is made to organise an interview for the family to meet with the relevant Year Level Co-ordinator.

The Registrar will also organise an interview with the College Timetabler to establish subjects available and suitability. Following that interview, the Co-ordinator would make contact with the boy's current school to obtain a verbal progress report, and document this.

If there is a need, the Co-ordinator would follow-up with the Registrar and Principal to either recommend we accept the student, or suggest a further interview with the Principal.

If the student is happy with the subject selection and the Principal recommends we accept the student, we firstly notify the family verbally, then make an Offer of Enrolment in writing.

To accept this Offer of Enrolment the family would need to pay the Enrolment Establishment fee and the Development Deposit Fund.

If an Application was unsuccessful the Principal would advise the family in writing.

Any offer of enrolment and acceptance thereof, would endorse the families' commitment to the College Mission Statement, the Conditions of Enrolment and the College policies and expectations.

Note:

- The Principal makes the final decision on acceptance or non-acceptance of any student to the College.
- In the event that a family decides to accept a scholarship to another secondary College, we reserve the right not to offer enrolment to their younger sons.

Communication

This complete Policy and the Enrolment Guidelines (as attached) will be published on the St Joseph's College Website and checked when the Policy is reviewed.



ST JOSEPH'S COLLEGE GEELONG

ENROLMENT GUIDELINES

Purpose

To provide broad guidelines for enrolment of boys at St Joseph's College Geelong in accordance with:

- Archdiocesan Guidelines
- Catholic Education Melbourne recommendations on enrolment numbers
- A spirit of co-operation with other Geelong Catholic schools and Colleges
- The touchstones of Catholic schools in the Edmund Rice tradition

Selection Guidelines for Year 7 Entry

The following guidelines should not be considered prescriptive nor assumed to be in order of priority. In the event of the College receiving more applications than places available, preference will be given to:

- Catholic boy from a Catholic Primary School
- Boy who is baptised into an Eastern Rites Religion
- Sibling of a current student
- Son of staff at St Joseph's College
- Catholic boy with sacraments from a State Primary School where attendance at a Catholic school is not possible
- Catholic boy with sacraments from a non Catholic Primary school
- Non Catholic boy at a Catholic Primary School
- Non Catholic boy with a sibling at Sacred Heart College, Clonard College or St Ignatius College
- Son of an Old Collegian
- Active Church family
- Special circumstances

Procedure for Year 7 Enrolment

Enrolment Applications should be lodged by the Enrolment closing date, this is usually in May the boy is in Grade 6.

Applicants are encouraged to attend a College Tour and speak with a staff member, usually the Registrar.

Catholic families are required to forward a copy of the applicant's Baptismal and First Eucharist Certificates, otherwise the applicant is treated as non-Catholic.

A copy of the Year 5 school report and NAPLAN results will be required at the time of application.

The College may require any proposed applicant to present himself for an interview.

Families will be notified via email an Offer of Enrolment, placement on a waiting list or unsuccessful outcome of the application by mid June.

General Guidelines

- The Principal makes the final decision on acceptance or non-acceptance of any student to the College
- The College is welcoming of students with disabilities. Our capacity to meet the needs of individual students with disabilities would require discussion prior to enrolment.
- If Government special financial funds are not available careful consideration will be given to the number of students with significant additional learning needs.
- Entrance examinations will not be used at any year level.
- In the event that a family decides to accept a scholarship to another secondary College, we reserve the right not to offer enrolment to their younger sons.

Years 8-12 Entry

Catholic and non-Catholic enrolments are taken across these year levels, depending on availability.

Enrolment Policy approved by the St Joseph's College Geelong Board at meeting held on 18 October 2017.

