



<b>Policy Aim:</b>	This policy relates to enrolment practices at Moreton Bay College and Moreton Bay Boys' College. It is intended that our enrolment policy is inclusive of all applicants and their families.
<b>Scope and Responsibilities:</b>	Executive Principal Head of College Head of Primary Registrars The Registrars are required to comply with and implement the Enrolment Policy.
<b>Board Approval:</b>	<i>required</i>
<b>Background information:</b>	<p>Equality of access is the key value that determines the enrolment of children in our Colleges. The Colleges respect the diversity of family units, values, beliefs, traditions and languages in our society.</p> <p>It is crucial to a student's successful participation in the life of the College that the values fostered and expressed by the College, are supported by those of the family.</p>
<b>Policy:</b>	<p><b>Prospective Students</b></p> <p>The Colleges should not discriminate in:</p> <ul style="list-style-type: none"> <li>• Failing to accept a family's application for their child's admission</li> <li>• The way in which a family's application is processed</li> <li>• The arrangements made for, or criteria used in, determining who should be offered a place at the College/s</li> <li>• The terms on which a child is admitted as a student.</li> </ul> <p>The Anti-Discrimination Act 1991 provides exemption in the following areas:</p> <ul style="list-style-type: none"> <li>• In relation to sex or religion if a school operates wholly for students of a particular sex or religion</li> <li>• Where selection criteria for an education program are based on a minimum qualifying age</li> <li>• In relation to impairment where students with disabilities require special services or facilities that would impose unjustifiable hardship on the College</li> </ul> <p><b>Students with Impairments, Disabilities or Special Needs</b></p> <p>The Executive Principal (or delegate) and Registrars should advise the family of the applicant, in an open and honest manner, of the services and facilities available within the College/s and an inspection/tour of the College will be offered at the earliest mutually suitable time.</p> <p>The parents' are required to advise on the required additional services and facilities that the student needs with supporting documentation from medical and educational specialists.</p>



The College may require formal assessment at parent cost, to ensure that a full assessment of the individual needs and the capacity to meet these needs can be determined.

It is the parent's responsibility to disclose and provide this information to the College.

In addition, the College may require the student to undertake a nominated academic assessment to help determine the student's ability to access the College's curriculum.

Where the student requires additional services and facilities because of their disability or special need and the provision of these services and facilities would cause unjustifiable hardship to the respective College, the family will be consulted and offered the opportunity to comment. The enrolment may be declined by the Executive Principal on the basis of insufficient capacity to meet the individual's needs.

**Applications**

Applications for enrolment on the appropriate form are taken by the Colleges at any time, however, early enrolment is encouraged.

**Separated Parents**

Separated parents must advise the relevant College of any separated parent matters on the Application form so that the College can ensure that it meets its duty of care liability for the student. It is the responsibility of the parents to provide copies of any Court Orders and/or Parenting Agreements (formal or informal) and/or disclose the family circumstances pertaining to the student.

**Interviews**

Formal enrolment interviews are offered to the families of all applicants and are conducted by the Head of College and/or Head of Primary (or their delegate). For formal intake years, this interview takes place 18 months to two years prior to the nominated entry year or at other times as vacancies arise or when applications are made.

At this point parents are required to provide full disclosure of the student's academic and behavioural records. This may include the College making contact with any of the child's previous schools. A decision to enrol a student will consider the student's ability to meet the College's academic and behavioural expectations.

Should there be a change in a student's condition, health or learning ability after an offer has been made and accepted such that the student may require additional support from the College that was not part of the original arrangement the Executive Principal reserves the right to review and/or rescind any offer made on the basis of the above clause.



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### Prep Age students – “Readiness for Prep”

As per above the formal Prep intake year interviews take place 18 months to two years prior to the nominated entry year. At that time the College makes an initial assessment of the child’s “readiness” for Prep commencement. Given this takes place 18 months prior to commencement these initial assessments can be sometimes inconclusive. The College reserves the right to delay any offer being made subsequent to a second interview nearer the time of prep commencement.

### Offers

Once the interview process is complete, a formal offer may be made. Acceptance of this offer includes payment of the confirmation fee as set by the Colleges and the execution of the Enrolment Contract (see Appendix 1). Acceptance of an offer also implies acceptance of the College Code of Conduct.

### Priority of Enrolment

Enrolment preference is offered in the following priority order:

- Siblings of students who are currently attending The Moreton Bay Colleges.
- Current attendance at MBC Childcare
- Daughters & Sons of past students of The Moreton Bay Colleges.
- Grand-daughters and Grand-sons of past students of The Moreton Bay Colleges.
- Date of application

Where particular circumstances apply, the Executive Principal may exercise discretion in determining enrolment preferences.

### Waiting Lists

Should demand for places be greater than the number of places available, a waiting list is created and the abovementioned priority order is honoured.

### Deferrals and Cancellations

At any time during the enrolment process, a family may opt to defer the enrolment to the next intake year or cancel the enrolment completely. In the case of a deferral, entry at the next intake year is not guaranteed as the interview and offer process is separate for each intake year. Deferring an enrolment does not guarantee automatic placement at the next intake year, however the original date of application will be honoured. If an offer has been accepted and the



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	<p>Confirmation Fee paid, this Confirmation Fee will be applied to the file, and any difference in this fee and the fee at the time of any new offer, will need to be paid and a new Enrolment Contract signed.</p> <p><b>Returning Students</b> Applications to enrol students who have previously left the Colleges will be considered. Applications will be progressed at the Executive Principal's discretion with reference to enrolment numbers and availability.</p>
<p><b>Definitions:</b></p>	<p>Special Needs refers to the extra need a child may have or a difficulty or disability that may be Medical, Physical, Psychological, Social/Emotional or Neurological.</p> <p>Separated Parents refers to parents who are not residing in the same home. This may be through divorce, formal/informal separation or other family circumstance.</p>
<p><b>Related Documentation:</b></p>	<p><i>MBC-MBBC Privacy Policy</i>  <i>MBC-MBBC Participation in Religious Education and Chapel Services</i>  <i>MBC Parent and Student Handbooks</i>  <i>MBC-MBBC Temporary Departure Policy</i>  <i>MBC Separated Parents Policy</i>  <i>MBC Enrolment Contract</i>  <i>MBBC Enrolment Contract</i>  <i>MBC-MBBC Code of Conduct</i>  <i>MBC-MBBC Learning Enhancement Policy</i>  <i>MBC Students with Special Needs</i></p>
<p><b>Legislation Applicable:</b></p>	<p><b><i>Anti-Discrimination Act 1991</i></b>  <b><i>Disability Standards for Education for Education 2005</i></b></p>



## DOCUMENT CONTROL INFORMATION

### Document Status

The current status of this document is shown below.

<b>Policy</b>	MBC-MBBC Enrolment Policy
<b>Version</b>	2
<b>Issue Date</b>	03/10/2014
<b>Revision Date</b>	03/10/2016
<b>Owner</b>	Registrars
<b>Confidentiality</b>	

### Document History

The history of changes made to this document is shown below. The most recent changes are listed first.

Version	Date	Summary of Changes
1	03/10/2014	Complete redraft. Previously approved as MBC Enrolment Policy
2	12/12/2014	Redraft including RLE recommended changes and including Special Needs/Disability information

### Approval

This document has been approved for publishing by:

<b>Reviewed by</b>	
<b>Authorised by</b>	

### Distribution

Controlled paper copies of this document are distributed as follows:

No.	Issued To
1	Head of College MBC, Head of College MBBC, Head of Primary MBC, Head of Primary MBBC, MBC Registrar, MBBC Registrar