

1. INTRODUCTION

Stuartholme School is a Yean2@from 202@atholic day and boarding school for girls enriched by the philosophy and traditions of Sacred Heart Education, which give expression tooits five goals educate to:

- 1. A personal and active faint God.
- 2. A deep respect for intellectual values.
- 3. The building of community as a Christian value.
- 4. Social awareness which impels to action.
- 5. Personal growth in an atmosphere of wise freedom.

2. PURPOSE

The purpose of this policy isotvide processes, guides i and documentation to support the enrolment processes at Stuartholme School.

3. SCOPE

This policy covers current and future families seeking enrolment at Stuartholme School for the daughter/s.

4. **DEFINITIONS**

Disability - is irrelation to a student, anatisfefined by the sability Discrimination Adt992 (Cth).

DSE - means the Disability Standards for Education 005 (Old).

Enrolment Application – is the online or holicopy form to be completed by parents/guardians seeking enrolment fbeir daughter/tsSauarttisotnat.thepSochidetstbEfetrasiserforhmedinterrotexthepportent(s)

Overseas student – A person (whether within or outside Australia) by the ESOS Act, but does not include students of **alikendum** the student is under 18 years of age and the student is even as a legal person, this term may refer to the student's parent

Offer of Enrolment - isan offer of enrolment which is made at the

Parent - is the motherrothe father of a child, but does not incluhave been terminated.

Guardian - is the person who, under court order, is the guarde pe or private agency with whom the child has been paracourt.

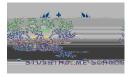
Parental and Visitor Code of Conduct – the Stuartholme policy setting conduct in all interactions with and ratio Struga

Enrolment Policy – this document

The School – is Stuartholme School

Siblings - for the purposet of Policy means a person who is:

- a sister of the enrolled student (with at least one biol irrespective of their place of resident
- a child whose usual place of resident is the same as the is the partner of the enrolled student's parent/guaadiania care and living at tames place of residence with the enrol



5. POLICY STATEMENT

With a commitment to inclusive practicesolthent process is designed to be:

- transparent
- ensure a just and equitable use of resources in the best interests of its œurrent and fu community
- comply with funding and legislative requirements

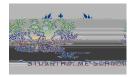
Date of application is not the sole criteria fonteanainthe School reserves the right to offer a place to any student, irrespective of date of application.

Consideration and priority is given primarily to:

- Siblings of current and past students
- Daughters and/or granddaughters of Alumnae
- Students attendic and local feeder schools, and
- Special consideration is given to boarding students.

The School will also take the following nisideration:

- Student's willingness and ability to contribute to the wider life of the School
- Evidence of good leasterip and good character
- Date of lodgement of Enrolment Application, providing the family have not been offered enrolment



6. **PROCEDURE**

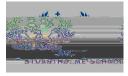
6.1 Enrolment Process

Step one Initial Application

- An Enrolment Application and be made from birtomline via the School debsite, www.stuartholme.com is the responsibility of the applicant's/graaed itension keep the School nformed of changes address and/or contact details.
- TheOnlineEnrolment facility can be useen provide ant solution of the second s
 - Australian and New Zealand citizens or permanent residents of Australia
 - holders of long ay business visas
 - Overseas students who had tudent visa as defined by the ESOS Aefinitions
- Theonlineapplication form sealsplicantnformation, close connections to theaschool other applicable fayninformation.
- Applications are not accepted until the function ferences been paid and the following supporting documentation has been received:
 - copy of the pplicants birth certificate
 - a copy of the applicant's Sacramental documeBaptiform, FirsEucharistand Confirmatio(where applicable)
- Once the online application is completed, a receipt forofpatyme campplication fee and acknowledgemeinst generated and the applicant information is downloaded tosthe School enrolment paplication databas

Step two Pre-EnrolmentProcess

- When the applicant is in Year 3, all families who have completed Entracologication of the pre-Application are contacted by the Schood ImentsTeam and are advised of the preenrolment process. At thise, strangther documentation is sought
 - academic report school reports
 - most recent NAPLAN results
 - any Letters and Reports from doctor or psychologist and any other information regardi theapplicantrisk profile
 - a copy of girrecent pr



- Any educational or wellbeing needs, disability, or other information indicating a possible need for support services for their daughter
- Copies of any court order relating to arrangementsatightheir d
- Applications received after first round offers are released will still be considered, providing that a place is available. The Registrar will contact the parents/guardians to keep the informed of the progression of the application.

StepThree- Offer and Aceptance

- Followingtheinterviewprocesswritten offers will be made to successful applicants. The signed Enrolment Contract will need to be returned to the School before the due da togethewithpayment of theorrefundable Enrolment Commation Fee.
- Please note that offers will not be made during the interview.
- In addition to a letter of offer, international applidations are sequested to apage fundable Enrolment Bond, retainable Enrolment Bond, one Semester of Tuition and seared and F Health Cover for the period of the student's schooling.
- For students who are unsuccessful in being offered a place in the first round of offers, an will be made to place their application on a wait list.
- Families acknowledge that an offer of enrolment is singular and accepting it guarantees t specified place of enrolment; that is, offers are not transferable or deferable.
- Once an offer is accepted, parents will receive a receipt for paymentment the Enro Confirmation Fee which signifies the place of enrolment is confirmed.
- If no offer of enrolment for Year 5 is made, parents will be informed in writing and advise that the candidate's application for enrolment will be transferred to the applicable Y intake process. Parents need to advise the Sochtion of the sochtion of the application to proceed to take plicable Year 5 or year 7 intake consideration process.

Step 4 Confirmation of Eolment

The School

