

1. INTRODUCTION

Stuartholme School is a Year2 from 2024) tholic 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 haint 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 iso tide processes, guintest and documentation to support the enrolment processes at Stuartholme School.

SCOPE

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

4. **DEFINITIONS**

Disability – is irrelation to a student, anadiselfined by the isability Discrimination Add (Cth).

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

Enrolment Application – is the online or hotocopy form to be completed by parents/guardians seeking enrolment fibeir daughter/tsSatuartthsobrae.thtepSorbioletstbfftasiserforbheinteamieth.

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

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

Parent - is the mother of the father of a child, but does not include have been terminated.

Guardian - is the person who, under court order, is the guarte person 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 tables the conduct in all interactions with and tables the conduct of the condu

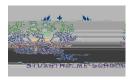
Enrolment Policy – this document

The School - is Stuartholme School

Siblings – for the purposetofs 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 th is the partner of the enrolled student's parent/guaadiania care and living at tames place of residence with the enrolled

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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

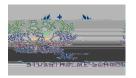
Date of application is not the sole criteria fonteandinhee School reserves the right to offer a place to any student, irrespective of date of application.

Consideration and priority is given primarily to:

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

The School will also take the following nideration:

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



6. PROCEDURE

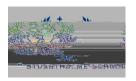
6.1 Enrolment Process

Step one Initial Application

- An Enrolment Application be made from birthmline via the Schowlebsite, www.stuartholme.cdm is the responsibility of the applicant's/gnamediten to keep the Schoolnformed of changes and/or contact details.
- The Online Enrolment facility can be use approbe ant swho are:
 - Australian and New Zealand citizens or permanent residents of Australia
 - holders of long ay business visas
 - Overseas students who additudent visa as defined by the ES@S Definitions
- Theonlineapplication form sealpplicant information, close connections to the abachool other applicable fally information.
- Applications are not accepted until the function fetters been paid and the following supporting documentation has been received:
 - copy of the pplicants birth certificate
 - a copy of the applicant's Sacramental docume**Baptison**, Firs**E**ucharistand Confirmatio(where applicable)
- Once the online application is completed, a receipt forofat/meemplication fee and acknowledgemeint generated and the applicant information is downloaded tosthe School enrolment polication databas

Step two Pre-EnrolmentProcess

- When the applicant is in Year 3, all families who have completed Entreologistic Applicationare contacted by the Schoolments earn and are advised of the pre enrolment process. At this stands her documentation is sought
 - academic reportst €opy of the two most recent school reports
 - most recent NAPLAN results
 - any Letters and Reports from doctor or psychologist and any other information regarditheapplicantrisk profile
 - a copy of sprecent 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 deeptance

- Followingtheinterviewprocesswritten offers will be made to successful applicants. The signed Enrolment Contract will need to be returned to the School before the due da togetherwithpayment thenonrefundable Enrolment Commation Fee.
- Please note that offers will not be made during the interview.
- In addition to a letter of offer, international applicates transquested to a pary-fundable Enrolment Bond, retainable Enrolment Bond, one Semester of Tuition and Board 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 paymed the format th
- 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 process. Parents need to advise the Synthia if they do not wish the application to proceed to the least 5 or year 7 intake consideration process.

Step 4 Confirmation of Eolment

The School

