

PADUA COLLEGE LIMITED
ACN 072 693 700 ABN 20 072 693 700

| Policy Title | Version Number | Date Issued |
|---------------------|-----------------------|-------------------------------------|
| Enrolment Policy | 4.0 | June 2007 |
| | | Reviewed April 2010 June 2015 |

Padua College is a Year 5-12 Catholic all boys day school conducted by the Franciscan Friars.

The main intake is at Year 5, with other intakes principally in Years 7 and 11.

PROCEDURE

All applicants into Padua College are required to submit an application with detailed information including reports to Padua College. All applicants for the main intakes will be interviewed. Interviews will be conducted by the Rector and/or his delegates. After the interview, an offer of placement may be made. This is made in writing, and requires a written response from the applicant and the payment of a deposit to secure a place.

A waiting list of unsuccessful applicants or applicants wishing to obtain a casual vacancy will be maintained.

INFORMATION FOR PARENTS - APPLICATION

- (a) All applications for enrolment must be on the approved form provided by the College. Completion of an application form does not ensure enrolment.
- (b) Applications for enrolment will be accepted after the student has started school.
- (c) The enrolments officer will write to applicants whose students are on waiting lists, in the year of interview, to ascertain their continuing interest in maintaining a current application.
- (d) Cancellations of an application must be in writing.
- (e) Parents/Guardians are to notify the College of any changes of address. Failure to do so could lead to the cancellation of an application.
- (f) An offer of a place will be subject to:
 - i) the completion of an application form, payment of an application fee and the provision of documents as required;
 - ii) FULL and FRANK disclosure of all requested information;
 - iii) an interview with the Rector (or delegate) and the student and parent(s)/guardian.
- (g) Retention of a place at Padua will be subject to:
 - i) the acceptance of established and published College policies by the student and parent(s)/guardian through signing the 'Conditions of Enrolment' form; and

- ii) payment of any required deposit.
- (h) In general, priority will be given to those students whose brothers already attend Padua College. Other factors are as follows, though in no necessary order of preference:
- That the family are practising members of the parish of St Therese and St Anthony
 - That the family commits to enrolment at Padua from Year 5 to Year 12
 - That the father is an ex-student of Padua.
 - That the student has brothers enrolled at Padua.
 - That the student is a Catholic.
 - That his previous school was a Catholic school.
 - That the student and his family are involved in their local parish (Catholic or otherwise).
 - That the student has developed social skills that would assist him in dealing with teachers and fellow students.
 - That should the student have special needs, the College has appropriate resources to satisfy these needs.
 - That the student can make a positive contribution to the Padua community.
 - The reasons offered by parents as to why they want their son at Padua.
 - That the parents can meet the reasonable expectations of the College in relation to the appropriate fees and sundry levies.
 - The date of original application.
 - A report/reference from previous school.
 - Compassionate grounds.
- (i) The College reserves the right to continue to review this Enrolment Policy.