

# AMBROSE TREACY COLLEGE

## ENROLMENT POLICY

As at 30<sup>th</sup> January 2017



AMBROSE TREACY  
COLLEGE

Learning today.  
Leading tomorrow.

Ambrose Treacy College is a Catholic school in the Edmund Rice tradition catering for young men in years 4 to 12. Ambrose Treacy College is committed to the provision of high quality, inclusive and accessible Catholic education. The College invites enrolments from all who profess to the ethos, spirit and values of Edmund Rice Education. The cultural characteristics of an Edmund Rice education are contained within the Charter which can be found at the following website: <http://www.erea.edu.au/about-us/the-charter>. The main year levels of intake are Year 4 and Year 7. Applications for a place in the other year levels will be considered depending upon vacancies in the desired year level.

As a Catholic school in the Edmund Rice tradition, Ambrose Treacy College is open to all those who share the values of Edmund Rice Education. This enrolment process ensures that consideration is given to the poor and marginalised, and that the school community will reflect a diversity within the student population.

The Principal has responsibility for accepting applicants into Ambrose Treacy College. The offer of enrolment is at the discretion of the Principal, who will consider each case on its merits in light of enrolment priorities and taking into account any special circumstances. The process of enrolment is guided by principles of justice and equity which is reflective of our Catholic ethos and vision.

Parents seeking to enrol their son at Ambrose Treacy College must give a commitment to supporting the mission and values of the College and have demonstrated a commitment to their own faith tradition as evidenced by their involvement in Catholic schools, faith communities or church ministries.

In general, priority will be given to those applicants whose brothers already attend Nudgee Junior College or Ambrose Treacy; other indicators are as follows:

- The applicant had brothers enrolled at Ambrose Treacy College or Nudgee Junior College.
- The applicant is a Catholic.
- The applicant's previous school was a Catholic school.
- The applicant's father and/or family member is an ex-student of Nudgee Junior College, Ambrose Treacy College or another Catholic School in the Edmund Rice tradition.
- The applicant and his family are involved in their local parish (Catholic or otherwise). Supporting documentation is required.
- The applicant's past behaviour and commitment at school.
- Special consideration may be given to the enrolment of students who have extenuating circumstances and these circumstances would need to be clearly explained in writing at the point of enrolment.
- The date of receipt of applications.
- The Principal's discretion.

When applications are received for students with special educational needs, the application will, in the first instance, be considered according to the enrolment process outlined above. In addition, an enrolment support process examining the physical, human, curriculum and financial resources of the College and the needs of the student, will be undertaken. Non-disclosure of known special needs may have significant implications for the ongoing support of a student seeking enrolment and may result in the cancellation of the enrolment process.

Enrolment at the College may be cancelled in line with the Edmund Rice Education Australia policy on Suspension and Exclusion.

*Ambrose Treacy*

# ENROLMENT PROCEDURE

As at 30<sup>th</sup> January 2017

1. Inquiry is made with the College.
2. A College Prospectus including a Prospective Enrolment Registration form, current school fees and other school information can be downloaded from the College website or if requested can be mailed out to the prospective parent / caregiver.
3. A completed Prospective Enrolment Registration form is returned back to the College. A non-refundable administration fee of \$110 will apply to all applications. A Prospective Enrolment Registration form does not guarantee a place at the College; it notifies the College of the family's interest to be considered for a place at the College.
4. In the year prior to enrolment in year 4 or three years prior for year 7, all applications for enrolment will be followed up to ascertain whether parents / caregivers want to pursue their enrolment for their sons. If parents want to proceed with their enrolment application the following details will be required:
  - A copy of the applicant's Birth Certificate
  - A copy of the applicant's Baptismal certificate and First Eucharist certificate (where applicable)
  - A copy of the two most recent school reports and where applicable, the most recent NAPLAN
  - A copy of any recent professional assessments done at the previous school's request or on behalf of the parents
  - A photocopy of passport/visa (if applicable)
  - For A&TSI Bursary applications: please refer to page 13 of the application for the complete list of supporting documentation required at application stage
5. On confirmation that parents / caregivers want to proceed with their enrolment inquiry a first round of enrolment interviews will be determined. An enrolment interview with the Principal or a member of the College Leadership Team may be arranged.
6. As soon as possible after all interviews are completed an offer of placement will be sent out to all successful students. For students who are unsuccessful in being offered a place in the first round of offers, an offer will be made to place their application on a wait list.
7. To accept the offer of placement for their son, a Parent / Caregiver must sign and complete a Confirmation of Enrolment, Parent / School Agreement, Enrolment form and Learning Support form . At this point an enrolment fee of \$1075 is required to secure a place for a student. \$500 will be deducted from the last term's school fees in year 12 at Ambrose Treacy College. In the event of a student withdrawing their enrolment acceptance prior to starting the College, no refund will apply and similarly if a student leaves before the end of year 12 the refund of \$500 will not be made.
8. Towards the end of the year prior to entry, an Orientation Day will be held to assist students and their families in their preparation to start at the College. A College academic placement test will be conducted to assist the College in determining class allocations for the next year and to determine what, if any, support students may require. Parents / caregivers may be requested to provide further information at this point to assist the College in this process.

The College reserves the right to change the Enrolment Policy and Procedure at its discretion.

## For further information on enrolments please contact:

The Enrolments Officer  
Ambrose Treacy College  
Twigg Street  
Indooroopilly Q 4068  
Phone: 07 3878 0500 Fax: 07 3878 0501  
Email: [enrolments@atc.qld.edu.au](mailto:enrolments@atc.qld.edu.au)

## Privacy Policy

Ambrose Treacy College, as a part of Edmund Rice Education Australia, acknowledges its obligations imposed by The Privacy Amendment Act (Private Sector) 2000, Commonwealth, which came into force on 21 December 2001. Information collected in the course of the enrolment process will be handled in compliance with the Act relating to the collection, use, disclosure, security, access and disposal. The purpose of collecting this information is to ascertain the educational and physical needs of your child and to determine our ability to best meet those needs.

Personal student information (including parent / guardian names, addresses and occupations, etc.) will be held in a safe and secure manner during the course of a student's education at the College. The information obtained in the normal course of an enrolment of a student will, during his association with the College, be given to supporting groups such as the Parents & Friends' Association. When the student finishes at the College, his name, address and years at Nudgee Junior College and Ambrose Treacy College will be stored on an Old Boys' database and be made available to appropriate persons for the purpose of reunions, etc.

From time to time we publish College news, student achievements and photographs in our newsletter, on our website and in other publications. Further information on your rights can be found on the Australian Privacy Commission Website [www.privacy.gov.au](http://www.privacy.gov.au)



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