



UNITY COLLEGE - ENROLMENT POLICY

Unity College, Caloundra is an ecumenical, co-educational P-12 College administered by Brisbane Catholic Education, in partnership with the Catholic and Uniting Churches of Caloundra. The Gospel values and attitudes are lived, promoted, and held in high regard. To acknowledge this, we seek to enrol students who with their parents or guardians can commit and live out our Mission Statement, Vision and Values.

Mission Statement

We are a learning community, uniting, inspiring and succeeding through Christ.

The College as a community will:

- Create faith experiences that will be open and inclusive of both the Uniting Church and Catholic traditions
- Employ ecumenical principles of dialogue in practice, inclusive processes and solidarity of purpose
- Confront significant social justice, moral, environmental and political issues
- Celebrate life and faith joyfully
- Educate students to be successful, creative and confident, active and informed learners empowered to shape and enrich our world
- Provide a student-focused education in a safe environment, which creates equal opportunity for all to develop to their full potential
- Seek to enhance positive relationships among all members of the community, by supporting positive behaviours for the learning and wellbeing of students through a relational approach

Values

Faith and Formation

At Unity College, the charism of ecumenism and its narrative of Celtic Christian Spirituality provides us with six virtues to express our understanding of how everything is connected by Christ, with Christ and through Christ.

- The six virtues of Celtic Christian Spirituality include the gifts of: Welcome, Hospitality, Awe and Wonder, Prayer and Contemplation, Reverence for Nature and God's infinite love symbolised as Circle.



Learning and Teaching

The Unity College Vision for Learning and Teaching is intrinsically linked to the goals of the Alice Springs Declaration and the values from the Brisbane Catholic Education Learning and Teaching Framework. Within Unity College's Vision for Learning and Teaching, ten principles or tenets have been identified as the core values, which are intrinsically linked to the College's mission, motto and charism underpinning our learning and pedagogical practices.

These ten principles are:

- Challenging Contexts
- Relational Approaches
- Student Centred Learning
- Engaging Cultures
- Inclusive Practices
- Supportive Partnerships
- Responsive Environments
- Connected Elements
- Holistic Education
- Sustainable Processes

Student Wellbeing

To enhance positive relationships and wellbeing among all members of the community we live a culture of respect embracing respect for ourselves, for each other and for the environment.

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| Enrolment Process |
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ADMISSION OF STUDENTS

Applicants will be considered according to the following criteria:

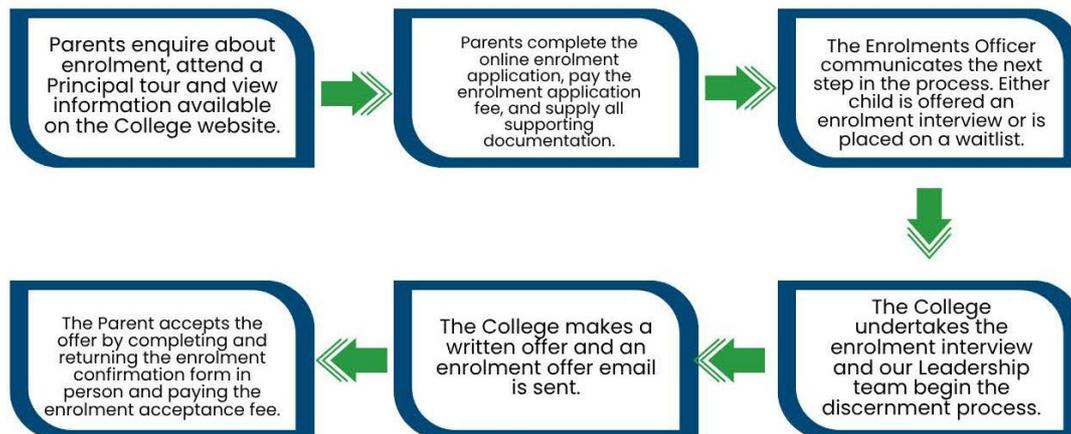
1. Priority

Factors for assessing Enrolment applications:

- A sibling of a current student or graduate of Unity College
- Baptised Catholic or Uniting Church children
- Students currently/previously enrolled in a Catholic or Uniting school
- Children and their parents/guardians who support the ethos of Catholic and Uniting Churches that the College upholds.

Enrolment Process

The following processes will generally be followed in relation to enrolments at the College.



Parents/guardians wishing to enrol their children at the College will be interviewed (along with their child) by the Principal, Head of Secondary, Head of Primary, or Assistant Principal. All relevant paperwork must be submitted before the enrolment application is considered complete.

All decisions regarding the acceptance of enrolment applications are at the discretion of the Principal, in accordance with the policies and guidelines endorsed by the College Board and Brisbane Catholic Education.

Successful applicants will receive a letter of offer via email, along with a confirmation document. The enrolment process is finalised once the College receives the completed confirmation document and the confirmation fee.

2. In processing an application, the Principal considers factors such as:

- The child's spiritual, educational, and behavioural history.
- The child's potential contribution to the College.
- The resources available to the College to effectively meet the child's educational needs and those of the relevant student cohort.
- The parents/guardians' commitment to partnering with Unity College personnel and following procedures to support their child's faith, learning development, and wellbeing, while adhering to the College's virtues and values.
- The parents/guardians' demonstrated commitment to working with previous educators to support the values of the College.



- Supporting information from current educators and faith communities
- Participation in local faith communities and other community organisations
- Any other relevant information available to the Principal

Providing inaccurate information to the College may result in the cancellation of enrolment.

3. Waiting List Management

The Principal, with the assistance of the Enrolments Officer, is responsible for maintaining waiting lists for College entry. Although entrance typically begins at Prep, the College will accept enrolments for other year levels when vacancies arise. Admission can occur at any time throughout the academic year, depending on availability. The student's name will be added to our administrative system and waitlist once the parents submit the online Enrolment Application Form **and** all required documentation, including a copy of the child's Birth Certificate. Failure to provide all necessary information in a timely manner may result in delays or cancellation of the enrolment application.

4. Interview

When a position becomes available, the College may, at its discretion, invite the parents of a child on the waiting list to attend an interview at the College with the Principal or a designated staff member. During the interview, the College's representative will:

- Inform the parents of their financial responsibilities to the College
- Establish that the parents' expectations and commitments align with the College's vision, values, goals, policies, and resources

5. Enrolment of Students with Educational Adjustments (Supported Enrolments):

The enrolment process for students requiring significant educational adjustments will follow the guidelines established by Brisbane Catholic Education Enrolment Application and Support Process (EASP). If a student's additional needs are identified after enrolment, the necessary procedures may be initiated at any time. It is the parents' responsibility to disclose all relevant information about their child's diagnosis when submitting the enrolment application.

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| Exit Process |
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Parents must notify the Enrolments Officer of their intention to withdraw their child from the College. To complete the withdrawal process, a fully completed exit form must be submitted with a full term's notice. If withdrawal occurs without providing a full term's notice, parents will be liable for a term's fees and may not receive a refund.