

# Admissions Policy

## Brisbane Boys' College



This Admissions Policy provides a consistent and transparent approach to support both the families looking to enrol their son(s) at Brisbane Boys' College (BBC) and for the School. The policy provides the processes and procedures that guide the admissions activities conducted at BBC.

BBC is committed to the ideals of equity and efficiency in all its admissions practices, fulfilling its role without discrimination or personal judgement and according to the values of acceptance, tolerance and inclusion. Each family will be given the same courtesy, information, opportunities and timeframes regarding their application. No executive decisions will be made by the Admissions staff to include/exclude students/families from entering the College that are not in line with the College's approved policies.

### Entry to BBC

BBC enrolls boys from Prep to Year 12. While the main entry year groups are Prep and Year 7, the School accepts applications for enrolment into any year group, subject to availability. Boarding opportunities exist for boys from Years 7 to 12.

When parents/guardians enrol their boy(s) at BBC they agree to support the beliefs and values of the College, including their children's participation in regular Chapel services.

### Applications for Enrolment

Families can make an application for enrolment for their son(s) at any time after birth.

Applications are made using the College Online Enrolment facility located on the School's website [www.bbc.qld.edu.au](http://www.bbc.qld.edu.au). The Online Enrolment facility can be used for students who are:

- Australian citizens or permanent residents of Australia;
- students who are holders of long-stay business visas; and
- international students who will be applying for student visas to attend school in Australia.

### Application Fee

At the time of making an application, families are required to pay a non-refundable application fee by credit card. Please refer to the current Fee Schedule for the amount that will be charged to enrol each boy. The application fee is an administration charge which also covers the cost of any applicable diagnostic testing coordinated by BBC including any secondary review that may be done by BBC staff. For international students it also includes the preparation of documents required to apply for a student visa.

The Admissions office will acknowledge the receipt of an online application and provide an official receipt of payment.

To finalise the application, families will be asked to provide a full copy of their son(s) birth certificate containing the names of the applicant's parent/s with accompanying English translation if applicable.

Where there is no birth certificate (e.g. in the case of overseas adoption), copies of adoption papers, court orders or other legal documents containing the applicant's full name and birth date, and his parent's name/s must be provided.

### Confirmation of a Place (Conditional)

Places are confirmed conditionally at the time of application and subject to availability. When a cohort is full, each new applicant is placed on the BBC prospective enrolment waiting list for the nominated year of entry to the School. Families will be contacted as places become available in date order of application.

Note that all places at the College are subject to completing the formal offer process conducted approximately two years prior to an applicant's entry year.

The successful lodgement of an application for enrolment, with accompanying application fee, does not guarantee enrolment as a student at BBC. Enrolment is subject to completion of the offer process described in this policy document.

### **Confirmation of Enrolment**

The College commences the confirmation of enrolment process approximately two years prior to each entry year. Families will be contacted to provide copies of their son's previous two semester school reports (excluding Prep and Year 1 applicants), and most recent NAPLAN results if applicable. The College also requires copies of any other information relevant to the education or welfare of the applicant including, but not limited to:

- psychologist, psychiatrist or medical reports;
- educational or IQ testing results;
- learning plans; and/or
- court orders or parenting plans.

Diagnostic testing may be required to enable the College to collect valuable background information and identify individual student requirements. This applies also to students transferring from international education systems or where English is not the student's first language.

### **Assessment**

Based on the information provided in school reports, NAPLAN results or any other reports provided by the family, applicants are assessed for suitability for entry into the applicable Year group and year of entry.

In some circumstances, diagnostic testing and English language proficiency testing may be applicable. If deemed necessary, the College will request relevant professional assessment to determine additional educational/physical or emotional needs. Professional assessment may include, but is not limited to:

- Speech therapist
- Occupational therapist
- Psychologist
- Audiologist
- Or other medical specialist

Additional assessments through external providers will be at the expense of the parents/guardians.

Following assessment, families will be contacted if their son(s) application is unable to progress.

### **Interviews**

When an applicant has been assessed and is deemed as suitable for entry into the relevant year group and year of entry, he will be invited with his parents/guardians to attend an interview at the College. These interviews are conducted by a Head of School or other Executive member of staff.

### **Offer of Enrolment**

Following the interview process, the College will determine if a place can be offered with or without further conditions, e.g. meeting the College's English language proficiency requirements. The College will confirm all offers in writing.

Families will be contacted if a place at the College is not able to be offered to their son(s).

A place cannot be offered if the assessment and interview process reveal specific learning needs and it is determined by the College that it cannot fulfil those learning needs, or if there are barriers to full-time attendance at the College, or if the College has reached capacity through the normal enrolment process.

## Accepting an Offer

The due date for accepting an offer will be stated on the letter of offer. A place at the College is accepted by payment of the non-refundable Confirmation Fee (refer to the current Fee Schedule) and by signing the Student Enrolment Contract and returning it to the School by the due date.

The Admissions office will provide an official receipt for payment of the Confirmation Fee with a copy of the Student Enrolment Contract signed by both the parents / legal guardian(s) and the Headmaster.

## Change to Commencement

After accepting an offer to the College, the family is welcome to move enrolment to an earlier intake, subject to successful assessment of the student and availability in year group.

In the case that a student has accepted their place at the College, however would prefer to commence in a future intake, the family would need to provide notice to the College one term in advance.

## Pre-commencement

The year prior to commencement, the school will contact families to gather information, and provide information to help prepare boys for commencement at school, including, but not limited to:

- Medical forms
- Government reporting data (MCEECDYA)
- Purchasing uniforms, books and stationery
- Boarding arrangements
- Co-curricular programs
- Orientation and the first day of school

## Collection of Personal Information

To enable the College to fulfil its responsibilities and duty of care to all students, the College will request that parents/guardians provide personal information for its enrolment records. Personal information is stored securely in accordance with the College's Privacy Policy.

## Cancellation of Enrolment by the College

The College Council has the ultimate responsibility for the wellbeing of the whole student body. The Council's representative, the Headmaster (or delegate) has the right to cancel a student's enrolment and/or application in the following circumstances

- For breach of the rules and regulations
- For non-payment of applicable fees, tuition fees and/or levies
- For providing false or misleading information
- For failing to disclose relevant information that was required by the College
- If the student's circumstances change and those circumstances affect, in the sole discretion of the College, the ability for Brisbane Boys' College to provide the necessary resources to accommodate the student's needs.

## All other BBC Policies

Brisbane Boys' College and the PMSA (Presbyterian and Methodist Schools Association) have a number of policies designed to ensure the wellbeing and safety of students, staff and the wider College community. To view these, please refer to the College [Policies](#) page.

## Questions

Should you have any questions regarding the above, please do not hesitate to contact the Admissions Office on (07) 3309 5658 or email [admissions@bbc.qld.edu.au](mailto:admissions@bbc.qld.edu.au)