

Enrolment Memorandum of Understanding (MOU)

This Memorandum of Understanding (MOU) supersedes any other arrangements between Brisbane Catholic Education schools (BCE) and Brigidine College and is effective from 1 January 2024. This MOU will be reviewed every three years to reflect an up-to-date assessment of the current needs of the time.

Brigidine College has a strong desire and a commitment to work collaboratively with the Brisbane Catholic Education Office in the provision of Catholic education in the western corridor of Brisbane. Where possible Brigidine College seeks to work in partnerships with the BCE Schools in this region in the provision of these educational opportunities. Underpinning this relationship will be the respect for the right of all parents to choose the education that they desire, and feel is right for their daughters.

The aim of this MOU is to provide clarity around the options available to Catholic families and families attending Catholic schools at BCE schools in the western corridor with regards to interest in enrolling their daughters at Brigidine College for Years 5 or 7. Brigidine College has an Enrolment Policy that underpins this MOU. Brigidine College's Enrolment Policy underpins the framing of the MOU, and the College reserves the right to amend this Policy from time to time as necessary. A copy of the Brigidine College Enrolment Policy is available on the College website.

Specifically, this MOU pertains to girls who:

- a) having had regard to the priority indicators and the enrolment procedure set out in the Brigidine Enrolment policy, will be offered a position for Year 5 at Brigidine College; and
- b) are currently enrolled at BCE primary schools that have entered this MOU with Brigidine College.

Brigidine College commits to offer those families the option of declining the Year 5 position and securing a place for their daughters' entry into Year 7 i.e. students from identified BCE Catholic primary schools will have the option of deferring their enrolment for entry into Year 7. The offer for deferring a position in Year 5 and taking up a position in Year 7 must be taken up within four weeks of the initial offer.

Families wishing to defer the Year 5 offer until Year 7 are expected to pay the relevant enrolment fees to secure the Year 7 place. Any refund due to families whose daughter ultimately does not enrol at Brigidine College, will be subject to the College's Policy on enrolment refunds.

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Where a family from a BCE Catholic Primary School enrolls at Brigidine College outside the normal enrolment procedure for the major intake years of Year 5 and Year 7 (set out in the Enrolment Policy), a guarantee of enrolment cannot be given. Whilst a guarantee may not be possible, their application will be considered and prioritised for a place where possible. If a place cannot be offered applicants will be placed and prioritised on a waiting list.

A student attending a BCE Primary school who is verified with special needs, according to BCE policies or who has significant additional learning needs, and seeks enrolment at Brigidine College, will be supported through the Brigidine College enrolment process. The Brigidine College staff will undertake an enrolment support process to ascertain the level of need and the level of support the College may be able to provide the student prior to offering a place. An enrolment vacancy will be held open until the enrolment process is completed. The outcome of this supported enrolment process will be communicated in writing to the family.

Parents of girls attending identified Catholic school, seeking enrolment at Brigidine College are encouraged to speak with the Principal of their BCE primary school or with the Brigidine College Principal. If there is a significant change in circumstances, the parties to this MOU will meet in good faith to renegotiate the terms of this MOU to best reflect such new circumstances. This MOU will be made available on the Brigidine College website and communicated to parents via the BCE Primary school newsletter and website.

St Ignatius School and Brigidine College understand that parents / caregivers value the ways for their child to experience learning and wellbeing opportunities within a Catholic School context, acknowledging the unique experiences their child will have in a Primary setting. The MOU ensures parents / caregivers have the right to decide the appropriate school for their child with the knowledge that a P-12 pathway to a Catholic education is available.



Principal
St Ignatius School, Toowong
Duncan Maitland
Date: September 2023



Principal
Brigidine College Indooroopilly
Brendan Cahill
Date: 21 July 2023