



**STUARTHOLME SCHOOL**  
*International School of the Sacred Heart*

## **Enrolment Memorandum of Understanding (MOU)**

This Memorandum of Understanding (MOU) supersedes any other arrangements between Brisbane Catholic Education schools (BCE) and Stuartholme School 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.

Stuartholme School 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 Stuartholme School 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 Stuartholme School for Years 5 or 7. Stuartholme School has an Enrolment Policy that underpins this MOU. Stuartholme School's Enrolment Policy underpins the framing of the MOU, and the School reserves the right to amend this Policy from time to time as necessary. A copy of the Stuartholme School 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 Stuartholme School Enrolment Policy, are offered a position for Year 5 at Stuartholme School; and
- b) are currently enrolled at BCE primary schools that have entered this MOU with Stuartholme School.

Stuartholme School 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 Stuartholme School, will be subject to the School's Policy on enrolment refunds.

Please note, attending a BCE school covered under this agreement does not automatically guarantee an enrolment offer at Stuartholme for students from these schools. Students and their families will be welcomed to engage in the enrolment process outlined in the Stuartholme Enrolment Policy.





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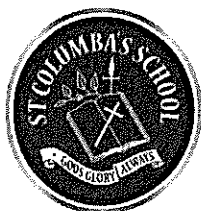
Where a family from a BCE Catholic Primary School enrolls at Stuartholme School outside the normal enrolment procedure for the major intake years of Year 5 and Year 7 (set out in the Enrolment Policy), a guarantee of enrolment cannot be given. Whilst a guarantee may not be possible, their application 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.

Parents of girls attending identified Catholic school, seeking enrolment at Stuartholme School are encouraged to speak with their BCE primary school or with the Stuartholme School Enrolments Team. 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 Stuartholme School website and communicated to parents via the BCE Primary school newsletter and website.

St Columba's Primary School and Stuartholme School 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 School 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 Columba's Primary School  
Andrew Oberthur  
September 2024

Principal  
Stuartholme School, Toowong  
Daniel Crump  
September 2024



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