

## **Enrolment Policy**

**PREAMBLE:** St Mary's Catholic Primary School is an inclusive school where enrolment is open to Catholic, and where enrolment numbers permit, students from other faith traditions whose families support the values of the Catholic School. The purpose of this Policy is to articulate the basis upon which school enrolment eligibility will be determined.

The development of this policy has been in accordance with, Brisbane Catholic Education Administration Guidelines on the Enrolment of Students and Enrolment of Students: The Religious Dimension. The school has also taken into account the mission and purpose of a Parish Catholic School as well as the school's current facilities, resources and staffing.

In considering an application for enrolment, St Mary's Primary School will take into consideration the needs of the child, the school's capacity to meet the child's needs and the contribution the child and parents are likely to make to the school community.

### **REGULATIONS:**

1. Enrolment in St Mary's Catholic Primary School is in accordance with the priorities set below.
  - a. Children who are baptised Catholics and whose parents are members of the St Mary's Parish Community.
  - b. Children who are baptised Catholic and whose parents have a historical connection to St Mary's Primary School.
  - c. Other baptised Catholics
  - d. Siblings of students from other Christian and faith traditions currently enrolled in St Mary's Primary School.
  - e. Non-baptised children with at least one parent being a baptised Catholic.
  - f. Children from other Christian and faith traditions.
  - g. Children whose families have no affiliation with a faith tradition.
2. An Application for Enrolment Form must be signed and submitted by parent/s/guardian/s.
  - a. It is the parent/caregiver's responsibility to ensure that all relevant information in relation to the child is provided, and is true and accurate. Failure to do so may result in any subsequent offer of enrolment being withdrawn.
3. Birth and Baptismal certificates and all other relevant documentation e.g. health, guidance, specialist reports must be provided on application for Enrolment.
4. Children seeking enrolment who have previously attended another school must provide St Mary's Primary School with a Transfer Form and the child's most recent academic report.
5. Applications for enrolment of children with special needs will follow procedures outlined in the Brisbane Catholic Education "Policy on Enrolment, Application and Support Procedures for Students with Special Needs".
6. Enrolment cannot be offered once the school or individual class has reached an identified capacity.

### **PROCEDURE FOR ENROLMENT**

1. Family to submit an application for enrolment.
2. A mutually agreeable interview time will be arranged with the Principal or his delegate with the Parents/guardians and the child.

3. A process of additional data gathering may be initiated to reveal and clarify the characteristics of the child and to assess adjustments for accessing the learning and implications of these for the school, the family and the child.
4. A decision on the application for enrolment is made and the outcome communicated to the parent/guardian.