

# ENROLMENT GUIDELINES

## Statement of Intent

St Edward's Catholic Primary School draws its enrolments from the local area. In our attempt to nurture children in the Catholic Faith and maintain a Catholic ethos within our community, St Edward's School remains open and welcoming to all who share our values.

## Eligibility for Enrolment

Birthdate	Eligible for Prep in:	Eligible for Year 1 in:
1 July 2011 - 30 June 2012	2017	2018
1 July 2012 - 30 June 2013	2018	2019
1 July 2013 - 30 June 2014	2019	2020
1 July 2014 - 30 June 2015	2020	2021

- 1 In determining eligibility for enrolment the following factors will be considered:
  - a. Children who have siblings already in the school
  - b. Children whose families are part of St Edward's Worshipping Parish Community.
  - c. Children of Catholic families who have been practising in other Parishes and move to our Parish.
  - d. Children from Catholic families who are part of neighbouring worshipping communities.
  - e. Children of Catholic families who do not belong to a worshipping community.
  - f. Children from families whose Christian faith is not of the Catholic tradition, but who practice their faith.
  - g. Children from families whose Christian faith is not of the Catholic tradition.
- 2 Enrolment will be reliant upon a vacancy existing in the relevant grade level. When a vacancy exists, order of acceptance regarding the above priorities, is according to the date of the enrolment application.
- 3 Students with special needs will only be enrolled in accordance with Brisbane Catholic Education's Policy on Enrolment and Support Procedures for students with Special Needs.

*At the discretion of the Parish Priest and the Principal, variation may be made to these Guidelines for pastoral needs of those concerned.*

These Guidelines take into account and are in accordance with Brisbane Catholic Education Administration Handbook Guidelines on the Enrolment of Students.

### **Consideration of Applicants**

When closer discernment is required in nominating enrolment places, a team consisting of the Principal, Assistant Principal Administration and the Support Teacher - Inclusive Education, will work collaboratively to discern and allocate placement.

Prior to offers of enrolment places, consideration must be given to:

- Class size
- Class composition
- Physical accommodation available
- The ability of the school to meet the child's needs
- The need to maintain the Catholic/community character/ethos of the school
- The discretion of the Principal

### **Enrolment of Special Needs Children**

Before a child with special needs can be enrolled, the 'Enrolment Support Process', under the guidelines of the Brisbane Catholic Education Office, must be carried out. The purpose of such a process is:

- To investigate the needs of the child and
- To determine the suitability of the resources of the school to fit the child's requirements.

It is important to realise that if the needs of the child and the resources of the school are not compatible, neither the individual child nor the school would benefit from such an enrolment.

### **Procedure**

Enrolment applications for all year levels can be submitted at any time. When allocating Prep and Year One places, no advantage is given to early submission of applications. Whenever an application is received, the placement remains dependent on meeting the requirements of the enrolment process.

### **Term Two of the Year prior to Placement**

Applicants are contacted for a family interview with a member of the Administration Team. At this interview, the following documentation (if not already provided) is essential:

- Birth Certificate
- Baptismal Certificate
- Immunisation Record
- other documentation pertinent to the child's educational needs at the school eg., specialist assessments

## **Mid Year**

Letters are sent to parents, notifying them of either an enrolment position, or placement on the waiting list. Parents are required to complete and return a 'Confirmation of Enrolment' form once they have accepted the position. This form, along with a (\$100) enrolment fee applies to all applications.

## **Role of Parents**

- Parents are strongly encouraged to give their child/children every opportunity to experience their faith at home and to give their child every opportunity and encouragement to practise it.
- Parents have an obligation to support and encourage the standards of behaviour, discipline, punctuality, dress, cleanliness, tidiness and other expectations of the school.
- Parents are asked to accept that all students will partake fully of every aspect of the school program inclusive of excursions, camps etc.
- Parents are encouraged to be supportive of the staff. Open communication is actively promoted.
- Parents are encouraged to help whenever possible (eg. tuckshop) and to support the school's activities and fund raising efforts.
- Parents have an obligation to commit to the regular payment of the school fees and levies.