



**Our Lady of Lourdes Catholic Primary School**  
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## ENROLMENT POLICY and PROCEDURE

The educational mission of Brisbane Catholic Education, as an evangelising agent of the Catholic Church, is to teach, challenge and transform the world through what it does and how it is done.

- All new applicants are required to apply for enrolment on the prescribed form and attend an interview with the Principal or a member of the School Leadership Team. No application fee is charged.
- All applications should be accompanied by a copy of the child's **birth certificate** or extract, **baptismal certificate and any medical, specialist or school reports** that may assist in understanding the child's needs or circumstances regarding their development and readiness for school.
- Depending upon eligibility, an interview will be scheduled to provide an opportunity for parents to meet with the Principal to exchange information regarding their application for enrolment. Families will be notified as to the outcome of the enrolment process. An Orientation morning for parents and new Prep children will be held in Term 4.
- On acceptance of a place, a non-refundable fee will be charged. This fee reserves an enrolment for the start of the year and also covers the costs associated with processing the application.

All enrolments are at the discretion of the Principal, in consultation with the Parish Priest, according to the availability of vacancies.

Enrolment of a child at a Catholic Primary School does not guarantee enrolment at another Catholic Primary or Secondary School.

Enrolment applications will be considered in the following order of priority:

1. Siblings of current or past students at Our Lady of Lourdes
2. Practising Catholic families from Our Lady of Lourdes Parish, Sunnybank
3. Practising Catholic families from neighbouring Parishes
4. Families who live in the area whose children are transferring from another Catholic school
5. Families who are able to provide a reference regarding their practice in Eastern Orthodox tradition
6. Enrolments for compassionate reasons
7. Children baptised in other faiths

When submitting an enrolment application, parents acknowledge their acceptance of the policies of the school and their commitment to work in co-operation with school personnel for the benefit of their child. Acceptance of enrolment indicates that parents understand their children will participate in the formal religious education programme and liturgical life of the school.

The following table indicates when children are eligible to start in Prep and Year 1.

Birthdate:	Eligible for prep year in:	Eligible for Year 1 in:
Child born 1 July 2014 – 30 June 2015	2020	2021
Child born 1 July 2015 – 30 June 2016	2021	2022
Child born 1 July 2016 – 30 June 2017	2022	2023
Child born 1 July 2017 – 30 June 2018	2023	2024
Child born 1 July 2018 – 30 June 2019	2024	2025

Children with special needs will follow the procedure for Supported Enrolments.

*Approved by School Board May 2014*