



## POLICY: Enrolments Policy

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### 1. PURPOSE

This policy provides guidelines for the School to use in the enrolment of students.

### 2. RATIONALE

This policy supports the School in determining the enrolment of students in a just and equitable manner giving rise to local context and extending particular assistance to students at the margins of society. This policy is cognisant of the Brisbane Catholic Education Council's Enrolment of Students Policy, Students with Disabilities Policy, Financial Accessibility Policy and Students who are at the Margins of Society and/or Out of Home Policy. The School implements Brisbane Catholic Education's Enrolment Application Support Procedures for Students requiring Educational Adjustments

Schools are called to be open and accessible to all who seek to share and support their values.

Guided by principles of respect, dignity and openness, schools in the Archdiocese of Brisbane respond to an ecumenical and multi-faith society.

### 3. POLICY STATEMENT

When enrolling students, priority will be given to those who are baptised Catholic, siblings and students from other faith traditions whose families demonstrate that they share the expressed values of the School and who are willing to support and contribute to the school's vision and ethos.

Priority for enrolling students:

1. Siblings of students already enrolled in the School,
2. Baptised Catholics,
3. Non-baptised students from Catholic families,
4. Students from other faith traditions whose families demonstrate that they share the expressed values of the School and who are willing to support and contribute to the school's vision and ethos

Applications will be accepted by the School up to four years prior to the child's starting year.

All 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.

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.

Offers for a place at Our Lady of Lourdes will be made once all relevant paperwork is received by the School and after a successful enrolment interview.



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A \$200 (\$100 for current families) non-refundable confirmation of enrolment fee will be required to confirm an offer of a place.

In accepting an offer of enrolment, the School expects parents and students to:

1. Share in the expressed values of the School
2. Contribute positively and actively to enhance the spiritual life of the School
3. Commit to and support the Guidelines for the Religious Life of the School
4. Participate in and contribute to the achievement of the School's mission
5. Abide by School policies
6. Pay school fees in a timely manner

Special circumstances will be considered on an individual basis at the discretion of the Principal.

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

### **4. PRINCIPLES**

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.

### **5. REFERENCES**

- Archdiocese of Brisbane. Guidelines for the Religious Life of the School, Catholic Education, Archdiocese of Brisbane, 2008.
- Catholic Education Council (2012). Enrolment of Students Policy. Brisbane Catholic Education, Brisbane.
- Catholic Education Council (2008). Financial Accessibility of Catholic Education Schools Policy. Brisbane Catholic Education, Brisbane.
- Catholic Education Council (2009). Students who are at the Margins of Society and/or Out of Home Policy. Brisbane Catholic Education, Brisbane.
- Catholic Education Council (2007). Students with Disabilities Policy. Brisbane Catholic Education, Brisbane.
- Brisbane Catholic Education (2006) Enrolment Application and Support Procedures for Students Requiring Educational Adjustments. Brisbane Catholic Education, Brisbane.