

## ST ANDREW'S CATHOLIC SCHOOL, FERNY GROVE

### ENROLMENT POLICY

At our school, we believe that educating and developing our children is enhanced when our staff, students, parents, the parish and the wider community coexist in positive collaborative relationships of shared responsibility.



We encourage active participation by parents in their children's education by working closely and cooperatively with the parish, our staff and teachers to foster a culture of excellence and develop in our students the ability to be effective and productive members of their world.

All those seeking enrolment must accept that St Andrew's Catholic School's culture is based on the beliefs and traditions of the Catholic Church. Therefore, all parents are to agree to their child being a part of Religious Education lessons, school and class prayer/liturgies, and other activities or events that support the religious values and beliefs of the school.

### Rationale

The purpose of this policy is to:

1. Ensure that the St Andrew's Catholic School's enrolment policy fulfils the requirements of Brisbane Catholic Education and the Grovely Parish.
2. Provide transparent, fair and equitable procedures for the enrolment of all students.

### Procedures

**Step 1:** Complete an Application for Enrolment form accessed through our [school website](#).

**Step 2:** You will be invited to an enrolment interview with the Principal or their delegate.

**Step 3:** A formal offer of enrolment may be offered, and a Confirmation of Enrolment must be completed. All relevant documentation must be attached with this form:

- Birth certificate
- Baptism certificate
- Health reports – including any occupational therapist, speech therapist, psychologist, and paediatrician reports.

Enrolment in Years 1-6 will depend on whether the desired class numbers have reached maximum numbers. If an enrolment inquiry is made from a local school (Catholic), the Principal of the existing school may be contacted to discuss the reasons for the student leaving the school.

Applications for Enrolments for future years are kept on file until the appropriate year. We do not operate on a 'first in basis'.

Sibling applications are called for through the school newsletter. Promotional material is provided to local Kindergartens and Child Care Centres.

**Brisbane Catholic Education advocates a catholic education for all children.**

### Interview/Assessment

**Sibling applicants** – interviews can be organised on request. Please get in touch with the school office if this is needed.

**New applicants (non-sibling)** - are requested to attend a short interview with the Principal or their delegate. This interview takes place during late February/March, with its purpose being to introduce parents to the school, our vision and mission, curriculum overview and pedagogy, policies and practices. This interview is also an excellent opportunity for the incoming family to address any concerns or questions about the school in general or their child commencing school at St Andrew's.

## **Offers/Acceptance of Placement**

An offer of placement is conditional upon acceptance by parents of school policies and guidelines, including School Fees Policy, which governs school practices.

First-round offers of a place are made in writing to non-sibling applications by the end of Term 1, after interviews have been completed, in the year before the student commences school. Parents are to return the Confirmation of Enrolment form along with an enrolment fee by the expected due date. If no confirmation is received, a placement will be offered to the next family on the waiting list or future applicants.

## **Enrolment of a Student with Special Educational Needs**

St Andrew's Catholic School must adhere to Brisbane Catholic Education's policy and guidelines for the [Enrolment Application and Support Procedures for Students with Special Educational Needs](#). The philosophy of integration, levels of ascertainment, terminology, support proformas, checklists, and the process for accepting enrolment for a child with special educational needs is clearly outlined.

The stages of enrolling a student with special educational needs are as follows:

Preliminary Stage	Follows the usual school enrolment procedures –application for enrolment form outlines medical history, specialist services.
Stage 1	Parent meeting
Stage 2	Data gathering
Stage 3	Enrolment support meeting
Stage 4	Reflection and decision making
Stage 5	Individual Education Plan & Education Adjustment Plan completed

There are desired outcomes, various personnel involved, processes, and actions in each of these stages. However, all stages must follow the procedures and processes set out in the Brisbane Catholic Education guidelines.

The process for an enrolment application must adhere to the BCEC policy to ensure that it complies with the Disability Discrimination Act.