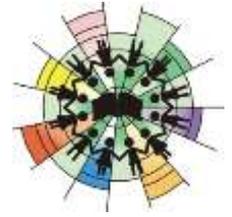


ST ANDREW'S CATHOLIC SCHOOL, FERNY GROVE

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](#). All relevant supporting documentation is required at the time of lodgement:

- Birth certificate (not the Commemorative Birth Certificate).
- Catholic Baptism Certificate (plus Eucharist & Confirmation), if applicable.
- Health reports – including any occupational therapist, speech therapist, psychologist, and paediatrician reports.
- Last two school reports and NAPLAN report(s), if applicable.
- Any legal documentation, Student Specialist Assessments and a complete coloured copy of the Medical Action Plan if noted in your application.
- Receipt of payment of the application fee which is required upon lodgement.

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 via email. To accept the offer, the Confirmation of Enrolment form must be completed. Payment of a non-refundable confirmation fee is required to secure your place.

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

All applicants are requested to attend an 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.

When the number of applicants exceeds the places available, St Andrew's gives priority to those who are Baptised Catholic and/or the sibling of a currently enrolled student at the School. The following criteria may also be considered:

- Catholic Church commitment (e.g. practice, sacramental program, parish involvement);
- Commitment to Catholic Education;
- Proximity to the school;
- Parental expectations;
- Student's past record of learning and behaviour.

St Andrew's may also enrol 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.

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.

Offers are made in writing and sent to applicants via email 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 payment of the non-refundable enrolment confirmation 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

For students requiring significant education adjustments, 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 below.

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/Legal Guardian meeting and Initial Data Gathering
Stage 2	Additional 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.