

## Enrolment 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 ([www.bne.catholic.edu.au](http://www.bne.catholic.edu.au)).

### 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.

1. Priority for enrolling students:
  - a. Siblings of students already enrolled in the School,
  - b. Baptised Catholics,
  - c. Non-baptised students from Catholic families,
  - d. Students attending kindergarten managed by Catholic Early EdCare at St Ann's and Smartstart Early Learning Centre, Redbank Plains,
  - e. 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.
2. Applications will be accepted by the School up to three years prior to starting year.
3. Offers of a place will be made once all relevant paperwork is received by the School and after a successful enrolment interview.
4. A \$50 non-refundable confirmation of enrolment fee will be required to confirm an offer of a place. This fee will be deducted from the following year's school fees.

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5. In accepting an offer of enrolment, the School expects parents and students to:
  - a. Share in the expressed values of the School
  - b. Contribute positively and actively to enhance the spiritual life of the School
  - c. Commit to and support the *Guidelines for the Religious Life of the School*
  - d. Participate in and contribute to the achievement of the School's mission
  - e. Abide by School policies
  - f. Pay school fees in a timely manner
  
6. Special circumstances will be considered on an individual basis at the discretion of the Principal.

## 4. REFERENCES

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