

ENROLMENT POLICY & PROCEDURE

Enrolment will be open to all students whose parents subscribe and commit to the philosophy and mission of the school and for whom the school is able to provide an appropriate education. The Principal will give due consideration when enrolling students that the ethos of a Catholic school will be preserved. All prospective families meet with the Principal once the application for enrolment is completed.

Where the number of applicants exceeds the number of places available, selection will be made, by giving consideration to the following circumstances:

- Catholic children attending Parish Schools
- Children whose brothers or sisters attend the school
- Catholic children attending non-Catholic schools
- Children whose families have a historical connection with the school
- Children whose parents have a strong commitment to a Catholic/Christian education for their children
- Date of application for enrolment

St Patrick's School supports an inclusive philosophy and every effort is made to meet the needs of prospective enrolments. All enrolments are viewed with the needs of the individual child.

There is an expectation of parents to meet all school fees. School fees are issued on a Term basis. It is expected that all fees are paid by the end of each term. Direct Debit information is available through the school office. Where a genuine hardship exists, the parents are required to contact the Principal to discuss a mutual satisfactory arrangement.

APPLICATION FOR ENROLMENT

An Application for Enrolment must be completed before a child will be considered for enrolment. Before an application can be considered, the following conditions apply:

- Children to be enrolled in Prep need to be 5 years of age by 30th June in the year they enrol for prep > 2008 requirements, July 1st 2002 – 30th June 2003
- “Delayed start to Prep: It is not compulsory for your child to attend the Prep year as soon as they are old enough—5 by 30 June in the year they enrol. You can delay their entry by 1 year if you feel they are not ready, but when they start school, they should still start in the Prep year.” (<https://www.qld.gov.au/education/earlychildhood/prep/pages/enrolments.html>)
- Parents who decide to delay their child's start in Prep may choose to keep their child at home or in an early childhood education and care service. Parents may also apply to access an Early Childhood Development Program for children with disability through existing regional processes.
- Parents must be prepared to accept the conditions of the enrolment policy fully in respect of each and every child
- Parents are to arrange for an interview with the Principal.

- Documents required (copies): Birth certificate, Baptismal Certificate, Immunisation record.
- Enrolment does not automatically follow as the result of an application.
- The Principal will consider each application.
- A transfer notice from the previous school will be sourced if your child has already commenced formal schooling.

Once an enrolment application has been submitted, an appointment time will be arranged. For intending Prep families, a Prep information morning for Parents/Caregivers is arranged (usually in Term 3 of the year prior to the commencement of Prep). An orientation morning for the new Prep students is held in Term 4. An individual meeting with the Early Years teacher and each Prep parent/caregiver is also held in the second last week of Term 4 prior to commencement of Prep the following year.

For students with special needs or ascertainment (diagnosed disability), it is a requirement that parents participate in and complete the process of a Special Needs Enrolment.

When the interview process has been completed and all documentation has been collated, a letter of offer or decline will be forwarded to the parents.

