



Holy Family School

Indooroopilly

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 therefore encourage and facilitate active participation by parents in the education of their children, work closely and co-operatively with the parish, support our staff to foster a culture of teaching excellence, and develop in our students the ability to be effective and productive members of their immediate and broader communities.

Rationale

The purpose of this policy is to:

1. Ensure that the Holy Family Primary School's enrolment policy fulfils the requirements of Brisbane Catholic Education and the Indooroopilly Parish.
2. Provide clear, fair and equitable procedures and guidelines for the enrolment of all students.

Guidelines

The guidelines that will allow us to achieve our purpose are that:

1. All within the school community are aware of Brisbane Catholic Education enrolment policies.
2. The enrolment of students into Prep follows clear procedures and these are communicated to the wider community **via the school's website**.
3. The enrolment for students into Years 1-6 follows clear procedures and takes into consideration various factors.
4. The enrolment of students with special educational needs adheres to Brisbane Catholic Education policy.

Procedures

All parents/guardians/caregivers must complete an Application for Enrolment form available from the **school's website**. Following an enrolment interview with the principal or his/her delegate, a formal offer for enrolment may be offered and a Confirmation of Enrolment must be completed. All relevant documentation as specified must be attached to the forms, e.g. birth and baptism certificates, health reports, assessment reports etc.

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.**

The applications for enrolment will be put into the following priority groups in the following order:

1. Catholics in the parish

2. Catholics outside the parish

3. Non-Catholics

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

Interview/Assessment

The enrolment process differs slightly for sibling and non-sibling students. Sibling parents are interviewed on request. Non-sibling parents are requested to attend a short interview. This interview takes place during late February/March with its purpose being to introduce parents to the school; its vision and mission, curriculum overview and pedagogy, policies and practices. This is also a great opportunity for the in-coming family to address any concerns or questions about the school in general or about their child commencing school at Holy Family.

Offers/Acceptance of Placement

The number of offers to Prep enrolments will vary from year to year, depending on the number of sibling enrolments and to a lesser extent the current class sizes and structures. Each year, every endeavour will be made to accommodate the applications for enrolment received. A waiting list for enrolment places may operate as necessary.

First round offers of a place are made in writing to non-sibling applications by the end of Term 1 in the previous year to the child commencing school after interviews have been completed. Parents are to return the Confirmation of Enrolment form along with an enrolment fee by the expected due date. The position created after a non-acceptance of a place offer is received will be offered to the next family on the waiting list or to future applications.

All those seeking enrolment must accept that Holy Family school's base culture is based on the beliefs and traditions of the Catholic Church. Non-Catholic parents are asked to agree to their child being a part of Religious Education lessons, school and class prayer/liturgies and Masses, and other activities or events that support the religious values and beliefs of the school.

Enrolment of a Student with Special Educational Needs

Holy Family school must adhere to Brisbane Catholic Education's policy and guidelines for the Enrolment Application and Support Procedures for Students with Special Educational Needs. (www.bne.catholic.edu.au) The philosophy of integration, levels of ascertainment, terminology, support proformas, checklists, and the process for accepting an enrolment for a child with special educational needs are clearly outlined.

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

1. Preliminary stage: usual school enrolment procedures –application for enrolment form outlines medical history, specialist services.
2. Stage 1: parent meeting
3. Stage 2: data gathering
4. Stage 3: enrolment support meeting
5. Stage 4: reflection and decision-making
6. Stage 5: Individual Education Plan & Education Adjustment Plan completed

In each of these stages there are desired outcomes, various personnel involved, processes, and actions. All stages must follow the procedures and processes as set out in the BCEC handbook. The process for an application for enrolment must adhere to the BCEC policy to ensure that it complies with the Disability Discrimination Act, Department of Education Science and Training Canberra, 1992.

Evaluation

The Enrolment Policy needs to fulfil the mission and vision of Holy Family Primary School and adhere to Brisbane Catholic Education and legislative guidelines. The policy needs regular review to ensure

that it is meeting the needs of the school administration