



# Enrolment Policy

Enrolments will be considered in the following order of priority:

- families who already have a child enrolled at the school
- Catholic families from our parish and neighbouring parishes
- families transferring from another Catholic school
- families from other faith denominations

When submitting an enrolment application, parents acknowledge their acceptance of the policies of the school and their commitment to work in co-operation with school personnel for the benefit of their child.

Acceptance of an enrolment at St Stephen's School indicates that parents understand their children will participate in the formal Religious Education program and liturgical life of the school.

All enrolments will be at the discretion of the Principal, according to the availability of vacancies.

An enrolment at St Stephen's School does not guarantee a future enrolment at another Catholic primary or secondary school.

## ENROLMENT PROCESS AND PROCEDURES

### 1. SIBLINGS

1.1. Siblings of children already enrolled are given preference.

### 2. ENROLMENT AGE

Birth Date:	Eligible for Prep in:	Eligible for Year 1 in:
Children born 1 July 2018 – 30 June 2019	2024	2025
Children born 1 July 2019 – 30 June 2020	2025	2026
Children born 1 July 2020 – 30 June 2021	2026	2027
Children born 1 July 2021 – 30 June 2022	2027	2028
Children born 1 July 2022 – 30 June 2023	2028	2029
Children born 1 July 2023 – 30 June 2024	2029	2030

### 3. ENROLMENT APPLICATIONS

It may be necessary to use the date of application to assess applications of equal merit.

### 4. INCLUSIVE EDUCATION

Procedures established by Brisbane Catholic Education will be used to assess the enrolments of children with additional needs.

Link to BCE Enrolment Process for Children with Special Needs:

<https://www.bne.catholic.edu.au/students-parents/Pages/Supporting-Students.aspx>

## 5. ENROLMENT PROCEDURES

- Families must first submit an online Application for Enrolment form, along with a copy of the following documents:
  - Child's birth certificate or extract
  - Baptismal certificate (if baptised Catholic)
  - Australian Passport/Citizenship and/or Visa documentation for parent(s) and child (if both parents were born overseas)
  - any medical or specialist reports that may assist in understanding the child's needs or circumstances regarding their development and readiness for school
  - Last two (2) school reports and NAPLAN report(s) (as applicable)
- Depending on eligibility, an interview will be scheduled to provide an opportunity for parents to meet with the Principal to exchange information regarding the application for enrolment.
- Families will be notified as to the outcome of the enrolment process.
- During Term 4, our annual Orientation Session for new Prep children to the school, and Information Sessions for the parents of those children, will be held.
- If an enrolment cannot be offered in the first instance, all applications will be held on file for a period of six (6) months. Families will be contacted if a vacancy arises during this period of time.

## 6. ACCEPTANCE OF ENROLMENT

- 6.1. A signed Confirmation of Enrolment form notifies the school that parents have accepted the offer of a place in the school.
- 6.2. On acceptance of a place, a one-off non-refundable fee, per family, will be charged. This fee reserves an enrolment for the start of the year and also covers the costs associated with processing the application. This fee is called the Enrolment and Processing Fee.

*Reviewed October 2024*