

## **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 online 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. This includes consideration on compassionate grounds.

Enrolments for compassionate reasons will be carefully considered by the Principal.

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**

<b>Birth Date:</b>	<b>Eligible for Prep in:</b>	<b>Eligible for Year 1 in:</b>
Children born 1 July 2012 – 30 June 2013	2018	2019
Children born 1 July 2013 – 30 June 2014	2019	2020
Children born 1 July 2014 – 30 June 2015	2020	2021
Children born 1 July 2015 – 30 June 2016	2021	2022

### **3. ENROLMENT APPLICATIONS**

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

### **4. CHILDREN WITH SPECIAL NEEDS**

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

Link to BCE Enrolment Process for Children with Special Needs:

<http://www.bne.catholic.edu.au/students-parents/Pages/SupportTeachingTherapy.aspx>

### **5. ENROLMENT PROCEDURES**

5.1. Families must first submit an online Application for Enrolment form, along with a copy of the child's birth certificate or extract, baptismal certificate and any medical or specialist reports that may assist in understanding the child's needs or circumstances regarding their development and readiness for school.

5.2. Depending on eligibility, an interview will be scheduled to provide an opportunity for parents to meet with the Principal to exchange information regarding their application for enrolment.

5.3. Families will be notified as to the outcome of the enrolment process.

5.4. During Term 4, our annual Orientation Morning for parents of new children to the school will be held.

5.5. If an enrolment cannot be offered in the first instance, all applications will be held on file for a period of six 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.