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## Enrolment of Students

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### Purpose

The purpose of this policy is to:

- Ensure that the Mater Dei School enrolment policy fulfils the requirements of Brisbane Catholic Education and St John's Wood/The Gap Parish.
- 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:

- All within the school community have access to Brisbane Catholic Education enrolment policies.
- The enrolment of students into Prep follows clear procedures and these are available to the wider community.
- The enrolment for students into Years 1-6 follows clear procedures and takes into consideration various factors.
- The enrolment of students with special educational needs adheres to Brisbane Catholic Education policy and reflects the commitment we have to living our motto of 'Caritas', showing care and concern for all.
- We work with other Catholic schools in the western corridor to ensure consistency of enrolment process.

### Procedures

All parents/guardians/caregivers must complete an Application for Enrolment form available from the school office or on line. Following an enrolment interview with the principal or delegate, a formal offer of 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 baptism certificate, health reports and assessment reports.

Enrolment in Years 1-6 will depend on size of the class and adequate physical space. The level of learning/behavioural needs of current enrolments will assist in making the decision. If an enrolment inquiry is made from a local school (Catholic or State) the Principal of the existing school may be contacted to discuss the reasons for the student leaving the school.

For Prep enrolment the school opens Applications for Enrolment in the preceding year to the child commencing school. Applications for Enrolments for future years are kept on file until the appropriate year. Mater Dei Primary School does not operate on a 'first in basis.'

Sibling applications are called for through the school newsletter. Applications from the parish are called for through the Parish Bulletin over four Sundays with the closing date approximately at the end of April. Promotional material is provided to local Kindergartens and Child Care Centres.

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

- Siblings of students already attending Mater Dei School.
- Catholic children who regularly worship in the St John's Wood/The Gap parish. Applicants are encouraged to document their level of involvement in the parish.
- Catholic children of Mater Dei staff.
- Resident Catholic children of the parish in the Mater Dei Catholic Primary School catchment area.
- Catholic children who reside outside the parish, with preference given to children who live in Dorrington as they do not have a Catholic school in their parish.
- Non-Catholic children who reside within the parish area.
- Non-Catholic children who reside outside the parish area.

The final decision on enrolment rests with the Principal in conjunction with the Parish Priest.

### **Interview/Assessment**

The enrolment process differs slightly for sibling and non-sibling students in that sibling parents are not formally interviewed whereas non-sibling parents are requested to attend a 30minute interview. This interview takes place during April/May with its purpose being to introduce parents to the school; its vision and mission, curriculum overview and pedagogy, policies and practices, and payment of school fees. It also provides an opportunity for parents to ask questions and to look around the school site.

Permission is sought from parents to enable Mater Dei teachers to contact the relevant Preschool teachers to discuss each child's educational needs, literacy and numeracy ability, social and emotional maturity, and general school readiness.

### **Offers/Acceptance of Placement**

The number of offers to Prep enrolments at Mater Dei School will vary from year to year, depending on the number of sibling enrolments, available class sizes and structures, and the number of parish/Catholic enrolments. Each year, every endeavour will be made to accommodate the applications for enrolment received. We work closely with other Catholic primary schools in the western corridor to ensure equity and access for all families. A waiting list for enrolment places will operate as necessary.

After consultation with the Parish Priest, a list of families to receive offers of place is made. This consultation may involve discussion about a families attendance or participation in parish Masses, Planned Giving Program, and geographic location.

First round offers of a place are made in writing to non-sibling enrolments by the end of June. Parents must return the Confirmation of Enrolment form along with a nominated non-refundable fee by the expected due date. This fee will be deducted from the first invoiced Term fees on commencement at the school. If an offer is not accepted by the due date, every reasonable effort will be made to contact the parent by phone to confirm their decision not to attend Mater Dei School. An offer of a place is then made to the next family on the waiting list until all places have been accepted.

All those seeking enrolment must accept that Mater Dei Primary School is based on the beliefs and traditions of the Catholic Church. Non-Catholic parents must agree to their child being a part of Religious Education lessons, school and class prayer/liturgies, and other activities or events that support the religious values and beliefs of the school.

### **Enrolment of a Student with Special Educational Needs**

Mater Dei School must adhere to Brisbane Catholic Education policy and guidelines for the *Enrolment Application and Support Procedures for Students with Special Educational Needs* .([www.bne.catholic.edu.au](http://www.bne.catholic.edu.au))

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

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

In each of these stages there are desired outcomes, personnel involved, processes, and actions. All stages must follow the procedures and processes as set out in the BCEC handbook.

The philosophy of integration, levels of ascertainment, terminology, support proformas, checklists, and the process for accepting an enrolment for a child with special needs is clearly outlined in Brisbane Catholic Education policy statement "*Enrolment Application and Support Procedures for Students with Special Educational Needs*."(2002 ) and the Brisbane Catholic Education policy document *Students with Disabilities (February 2007)*

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 Mater Dei 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 and community.

Date: Reviewed by Pastoral School Board July, 2014

