



OUR LADY OF THE ANGELS' Catholic Primary School

Enrolment Process

Introduction:

Catholic schools exist to nurture the faith of the children of the local community. Our Lady of the Angels' exists to provide a supportive learning community that is child-centred, future focussed, flexibly structured and outcomes based.

Regulations:

In line with criteria set by Queensland Government, to be eligible to enrol in the compulsory preparatory year, a child should be born between 1 July to 30 June as per the Recommended Year Level for Student Enrolment Document.

1. The Principal sights documentary evidence of the date of birth of the student.
2. The Principal may apply to the Area Supervisor for a variation of regulation where a student already enrolled at school in another state applies for enrolment and it can be demonstrated that the child will be disadvantaged if not enrolled.

Procedures:

1. Where there are more applications for enrolment than places available, the Principal informs parents of waiting lists and/or refers them to neighbouring Catholic Schools.
 - Applications for Prep enrolment are lodged anytime up to the end of Term One in the year before the child is about to commence Prep. Interviews for families seeking enrolment will then be arranged.
 - A letter offering a place is sent following the interview process. A letter is sent to those families who are not successful, offering them a place on a waiting list. Parents confirm their acceptance with a Confirmation of Enrolment Form and \$100 deposit (this will be deducted from the first term's school fees.)
 - The procedure is the same for all other enrolments depending on the availability of places. This availability is subject to staffing limitations and considering the needs of other Catholic Schools.
2. A student transferring from one systemic primary school to another school is issued with a transfer note by the principal.
3. Principals enrolling children transferring from another school request the transfer note from the parent. When the parents do not have such a document the principal of the new school seeks a transfer note from the previous school.
4. The Principal carefully considers the enrolment of students with special educational needs and follows the Enrolment Application and Support Procedures for Students with Special Educational Needs.
5. Students are to be enrolled under the name given on their Birth Certificate. If a valid reason exists for them being enrolled under a different name, this is recorded also with the notation "To be known as ..." or words to that effect.

In recognition of the importance of the relationship between the Catholic School and the Parish Community and with due reference to Archdiocesan Policies and Practices, the following criteria will establish the priority for accepting enrolment.

- Siblings of children (already enrolled at Our Lady of the Angels' at the time of enrolment application)
- The child is a baptised Catholic living in the St Paschal's/St Gerard Majella Parish, who family can demonstrate involvement in the life, worship and service of the Parish.
- The child is a baptised Catholic whose family can demonstrate involvement in the life, worship and service of another Parish and now seeks to participate actively in the life, worship and service of this Parish.
- The child is a baptised Catholic.
- The child is a non-Catholic baptised child living in the St Paschal's/St Gerard Majella Parish. Preference will be given to children where there is a commitment to a Christian faith.
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The principal, in consultation with the Parish Priest, may exercise discretion regarding applications where pastoral considerations apply and therefore may determine a child's eligibility beyond the stated criteria.