



Enrolment Process

All enrolments to the school follow these procedures:

- Lodgement of an Application for Enrolment Form online or at the office. This is to be accompanied by a current school report for children in Years 1 - 6, a birth certificate, a baptism certificate (if applicable) and any relevant passports/visas (if applicable). If this is not received, the child will be considered an "Overseas Full Fee Paying Children". OLA is not in a position to cater for Full Fee Paying Children.
- An interview with the Principal.
- Consultation with the class teacher if numbers or the individual needs of the child are an issue.
- Notification of acceptance of the application outcome by and the completion of a Confirmation of Enrolment Form, including the payment of the Confirmation Fee.

During the enrolment process, consideration is given to:

- Catering for all Catholic applications if there is room available.
- Accepting non-Catholic children is to fit within the enrolment guidelines of Brisbane Catholic Education, i.e. 10% of both class and school population. Parents are to be willing to be supportive of the Catholic ethos of the school and accepting of the **Conditions of Enrolment**.
- Suitable class placement of children. This is done considering class sizes, the needs of the child, family siblings, Catholic commitment and justice to family, child, school and class.

Applications that indicate, in writing or through the interview process, that the child has special needs are advised of the Special Needs Support Enrolment process. If applications identify the child as having special needs, a separate more involved enrolment process approved by Brisbane Catholic Education is to be followed thoroughly before acceptance can be confirmed.