



## ENROLMENT POLICY

### RATIONALE

St Mary's Primary School is a community of faith and life which focuses on the total development of the whole person. As a Catholic school, St Mary's works in partnership with parents, caregivers and parish in providing an education rich in Catholic identity and heritage, sound in academic learning and supportive of personal skills and maturity.

### VALUES

The St Mary's Enrolment Policy gives expression to the following values, inherent in the creation of a school community of faith and life: honesty, respect, acceptance, inclusivity, preferential option for the poor, prayer and nurturing of Catholic faith and personal spirituality.

### POLICY STATEMENT

**Enrolment at St Mary's School is accepted, human and physical resources permitting, on the understanding that parents, caregivers and students appreciate and support the Catholic philosophy and ethos of the school and accept the Christian foundation of the school's operation and its commitment to needy members of the community.**

### CONSEQUENCES

- The Principal will give due consideration that the ethos of St Mary's be preserved
- Parents, caregivers and staff will acknowledge and support the Catholic School Philosophy and ethos of St Mary's School as it endeavours to educate students in the beliefs, history and practices of the Christian faith in the Catholic tradition
- Students will endeavour to uphold the Catholic philosophy of the school and participate in all appropriate learning experiences, including Religious Education and faith development experiences.
- Children with special needs will have opportunity to attend St Mary's School, after consideration of available and appropriate resources, following the "Special Needs Enrolment Process" as required by the Toowoomba Catholic Education Office. This process will be used in order for all parties to reach an enrolment decision that is in the best interest of the student and the school community.
- For students of other religions, discussion will take place concerning formal Religious Education and the liturgical program of the school. It will be pointed out to parents that students will take part as fully as possible in such programs and will be required to participate in all Religious Education classes, activities and events, but their own religious traditions will be respected

- Needy students in the community will have opportunity to attend St Mary's.
- Enrolment will only be considered if the official Enrolment Forms have been completed and all relevant and requested information has been provided.
- No enrolment is accepted until the signed Enrolment Contract is returned to the school
- Failure to disclose relevant information in the School's Enrolment Application Form or at the Enrolment Interview, may result in an enrolment offer being withheld or withdrawn.
- Termination of enrolment may occur when the attitude or behaviour of a student creates serious conflict with the philosophy and/or Vision and Mission Statements of the school. In such instances, the case will be managed according to the policy of the Catholic Education Office.

## GUIDELINES

- Enrolment Process
  - Completion of "St Mary's Application for Enrolment"
  - Payment of current Enrolment Application Fee (including Prep to Year 7)
  - Submission of Proof of Age (Birth/Baptism Certificate)
  - Interview with the Principal or Assistant Principal
  - Special Needs Conference (if applicable)
  - Notification of successful / unsuccessful application
  - Completion of "St Mary's Enrolment Contract"
- Enrolment Criteria for Vacancies
  - Siblings of family members already at St Mary's
  - Catholic children living within the parish
  - Catholic children transferring from another Catholic school.
  - Catholic children attending non-Catholic schools
  - Children from other faith communities, whose parents express a genuine desire to be a part of the school community are enrolled on the basis of spaces available
  - Date of Enrolment Application

Please note: The Principal retains the right to give discretionary consideration to enrolment applications where special family circumstances exist.

- If there is some doubt about a child's readiness to enter any year level, further discussion with a specialised group will take place before a final decision regarding enrolment is made.