



GUARDIAN ANGELS' SCHOOL

ENROLMENT POLICY

Introduction

A clear enrolment policy enables Guardian Angels' School to be just in the important task of enrolment.

Gospel Values

inclusiveness, service and compassion

Policy Statement

While nurturing children in the Catholic Faith and maintaining a Catholic ethos, Guardian Angels' School remains open and welcoming to all who support its values and mission. The following considerations, however, come into play: availability of places, class composition, physical accommodation and ability of the school to meet student needs.

Enrolment of Prep/Primary School Students

- (A) To qualify for enrolment, a student must turn four years (for Prep) or five years (for Year One), before 1 July the year prior to enrolment.
- (B) Applications for enrolment will be considered in the following order:
1. Children who have siblings enrolled in the school
 2. Catholic children (baptised) whose family regularly attends Guardian Angels' Church
 3. Catholic children (baptised) living within the geographical boundaries of the Wynnum Catholic Parish.
 4. Catholic children (baptised) living beyond the parish boundaries who have a suitable reason for enrolling in the school.

Please Note: Where applicant numbers exceed available places

The following criteria will be applied in determining enrolments

- ◆ *Suitable reference from the Wynnum Parish Priest*
 - ◆ *Suitable reference from the Priest of another Parish*
5. Children (not baptised) of Catholic families, living within the geographical boundaries of the Wynnum Parish.
 6. Christian children of other denominations whose families value the religious aspect of education and are practising in their Parish. A reference from the families' ministers or pastors should demonstrate their Christian commitment.

7. Christian children of other denominations whose families value the religious aspect of education, but are not actively involved in their Parish.
8. Children of Non-Christian faiths

Consideration of Applicants

When the situation requires special consideration, a team consisting of the Principal, Assistant Principal and the Parish Priest works collaboratively to discern and allocate placement.

Prior to offers of enrolment places, the Principal will give consideration to:

- ◆ Class size/Places available
- ◆ Class composition
- ◆ Physical accommodation available
- ◆ The ability of the school to meet the child's needs
- ◆ The need to maintain the Catholic/community character/ethos of the school
- ◆ The discretion of the Principal

Prep/Year One Transition

Students enrolled in Prep are given priority over all other Year One applicants in the consideration of Year One placements.

Enrolment of Children with Special Needs

Before a child with special needs can be enrolled, the 'Enrolment Support Process', under the guidelines of the Brisbane Catholic Education Office, must be carried out. The purpose of such a process is:

- ◆ To investigate the needs of the child and
- ◆ To determine the suitability of the resources of the school to fit the child's requirements.

It is important to realise that if the needs of the child and the resources of the school are not compatible, neither the individual child nor the school would benefit from such an enrolment.

PROCEDURES

Enrolment applications for all year levels can be submitted at any time. When allocating PreP and Year One places, *no advantage is given to early submission of applications*. Whenever an application is received, the placement remains dependent upon meeting the requirements of this policy.

Term One\Two of the Year prior to Placement

Applications are accepted from the beginning of the year prior to enrolment. Interview with the Principal or Administration Team member is organised. At this interview, the following documentation (if not already provided) is essential:

- birth certificate
- baptismal certificate
- immunization record
- other documentation pertinent to the child's educational and physical needs at the school eg. specialist assessments

- Parish reference
- an enrolment application fee of \$30 per student (generally non-refundable after interview)

If the enrolling family is in financial hardship, Application for Fee Concession form should be collected at interview, completed and submitted with required documentation within two weeks of interview.

Term Two\Three of the Year prior to Placement

Letters are sent to parents, notifying them of either an enrolment position, or placement on the waiting list. Parents are required to sign a 'Confirmation of Enrolment' form.

Term Four of the Year prior to Placement

A student orientation session is held for all Prep and Year One students as well as students in years other than year one. On this morning students and parents are invited to attend – students with their year level teacher where possible and parents for information sessions and welcome morning tea in the hall.

Role of Parents

1. Parents are expected to commit themselves to the regular payment of school fees and levies.
2. Parents are expected to accept a commitment to give their child/children every opportunity to experience their faith at home and to give their child every opportunity and encouragement to practise it.
3. Parents are expected to support and encourage the standards of behaviour, discipline, punctuality, dress, cleanliness, tidiness and other expectations of the school.
4. Parents must accept that all students will partake fully of every aspect of the school program.
5. Parents are expected to be supportive of the teaching staff and the school administration. Open communication is actively promoted.
6. Parents are expected to help whenever possible and to support the school's activities and fund raising efforts.
7. Parents are expected to commit themselves to the regular payment of school fees and levies.
8. Parents are encouraged to participate/be involved in all aspects of the life of the school.