



Our Lady of the Rosary School

ENROLMENT POLICY

Introduction

The process of enrolment is to be guided by principles of justice and equity that support Catholic ethos and vision.

Rationale

An enrolment policy exists to assist in developing expectations at the point of inquiry and entry. Guiding principles are set to assist the Principal with demands placed on places available in the school. While nurturing children in the Catholic Faith and maintaining a Catholic ethos, Our Lady of the Rosary 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.

Guidelines

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 as follows:
1. Children who have siblings enrolled in the school
 2. Catholic children (*baptised*) whose family regularly attends Our Lady of the Rosary Church
 3. Catholic children (*baptised*) living within the geographical boundaries of the Caloundra Catholic Parish
 4. Catholic children (*baptised*) living beyond the parish boundaries who have a suitable reason for enrolling in the school
 5. Children (*not baptised*) of Catholic families, living within the geographical boundaries of the Caloundra Parish
 6. Christian children of other denominations whose families value the religious aspect of education, but are not actively involved in their Parish
 7. Children of Non-Christian faiths.

Consideration of Applicants

Prior to offers of enrolment places, the following shall be considered:

- ◆ Class size/places available
- ◆ Class composition
- ◆ The need to maintain the Catholic/community character/ethos of the school
- ◆ Parental expectations
- ◆ Students attitude to learning

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 Diverse Needs

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

- ◆ To understand the characteristics of the learner; and
- ◆ To determine the educational adjustments that may be required for access to learning and participation; and
- ◆ To commence transition planning in collaboration with the school, family and student.

The EASP is a consultative and collaborative process to ensure that the student is able to participate in education and use the facilities on the same basis their peers.

Fees

When parents apply for enrolment of children for whom they have not paid school fees at a previous Brisbane Catholic Education school, the enrolment should not be confirmed until the debt is paid or waived on the previous principal's advice. Arrangements for payment of future fees must then be put in place before proceeding with 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.

Copies of the following supporting documentation will need to be provided to the school to complete the enrolment application:

- ◆ Birth Certificate
- ◆ Baptismal Certificate
- ◆ Last two school reports and NAPLAN report/s (*as applicable*)
- ◆ Any medical or learning reports
- ◆ And if noted in your application:
 - Legal Documentation
 - Medical Action Plan
 - Student Specialist Assessments

*There is **no fee** involved in submitting an application for enrolment.*

Please Note: the application for enrolment will only be considered after the school receives the required supporting documents.

Term One/Two of the Year prior to Placement

Applications are accepted from the beginning of the year prior to enrolment. An interview with the Principal or leadership team member is then organised. At this interview, the school is legally required to sight the original copy of your child's birth certificate.

At the interview you will:

- a. Meet with one of the school leadership team (*Principal or Assistant Principal*)
- b. Have a walk around tour of the school

- c. Talk through the application together
- d. Have the original copy of the birth certificate sighted (*Please ensure you bring this to the interview*)
- e. Have the opportunity to ask questions or raise concerns

Term Two/Three of the Year prior to Placement

All enrolment information is reviewed and considered by the leadership team and a letter will be sent to you advising of one of the following outcomes:

- a. Offer of an enrolment place at OLR and a form for you to complete which accepts the offer
- b. Commencement of the EASP Process for children with diverse needs
- c. Offer of a place on the waiting list for enrolment at OLR
- d. Advice that a place will not be offered

Successful enrolment applicants will be sent a Confirmation of Enrolment Form with the letter of offer. You are asked to complete this form giving careful consideration to the obligations regarding school fees, accepting school policies and supporting the school's ethos. *Please Note: your enrolment is not finalised until this Confirmation of Enrolment Form is completed, signed and returned to the school office with the \$150 Confirmation Fee.*

Term Four of the Year prior to Placement

A student orientation session is held for all Prep and Year One students, as well as new students in other year levels. Parents and students are invited to attend on this day. Students will be placed with their year level teacher where possible and parents will come together for an information session and welcome.

Role of Parents

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.

Parents are expected to support and encourage the standards of behaviour, discipline, punctuality, dress, cleanliness, tidiness and other expectations of the school.

Parents must accept that all students will partake fully of every aspect of the school program.

Parents are expected to be supportive of the teaching staff and the school administration. Open communication is actively promoted.

Parents are expected to help whenever possible and to support the school's activities and fund-raising efforts.

Parents are expected to commit themselves to the regular payment of school fees and levies.

Parents are encouraged to participate/be involved in all aspects of the life of the school.

Enrolment at Our Lady of the Rosary School is at the discretion of the Principal.