

ENROLMENTS

VALUES:

Witness Community, Faith, Openness, Commitment, Equity and Justice.

POLICY:

Whilst the purpose of the Catholic School is to nurture children in the Catholic Faith, we will be open to the enrolment of non-Catholic students whilst safeguarding the Catholicity of the school.

ENROLMENT POLICY

- For children seeking placement in year levels other than Year One, a transfer form and a report from the previously attended school will be necessary.
- All children seeking enrolment at school (including children baptised in St Paul's Parish) must supply the school with certificates of birth and baptism. Other relevant documentation e.g. health records, guidance records, must also be presented.
- St Paul's School currently caters for students with special needs with the provision of a Support Teacher Inclusive Education. An Inclusion Teacher supports learning needs for students with Autistic Spectrum Disorder or Intellectual Impairment.
- Enrolment of any student with diagnosed and/or potential special learning needs will follow the Brisbane Catholic Education Enrolment of Student with Special Needs application process.
- Parents are encouraged to accept prime responsibility for faith development of their children and should give their children every opportunity and encouragement to practise it. Parents must be willing to accept their role in the Sacramental Programmes and express a willingness to support the School/ Parish in its policies.
- Children transferring from St Paul's School to another school are not guaranteed re-enrolment at a future date. If a request for re-enrolment is made, then the normal enrolment procedures will be followed.
- Enrolment cannot be offered once the classes have reached the acceptable number. The maximum size of each class group will be 35 children with a normal working level of 30 children for Years 4 – 7. For Years PREP – 3 it is recommended that class level size be 25 children, with the maximum level being 30. Exceptional circumstances will always exist, and in some instances, re-negotiation of this maximum level may be needed.

- Enrolment within St Paul's School will be offered firstly to Catholic children then to others whose faith and commitment would support the ethos of the Catholic School.
- For non-Catholic students, discussion will take place with parents concerning formal faith education and the liturgical programme of the school. It will be pointed out to parents that students should participate fully in such programmes, but that their own religious tradition will be respected.
- Enrolment of a non-Catholic in a Catholic primary school does not in any way ensure a place for that child in any Catholic secondary school.
- All children, before entering PREP or, if new Year One, will be assessed to determine their level of readiness.

ENROLMENT PROCEDURE

1. Completed Enrolment Application Form to be lodged at School Office.
2. Principal conducts an interview with Parent/s and child.
3. A Confirmation of Enrolment Form is forwarded to parent/s.
4. Appointment for assessment of child is arranged if necessary.
5. Orientation for new enrolments.

