

ENROLMENT POLICY

All Saints Parish School has a process for the consideration of enrolment applications. This policy outlines the order of preference given for the enrolment of children to the school.

Values

The values of faith, learning and compassion guide this policy.

Policy Statement

Through our motto 'Walk in Love' All Saints Parish School is open and accessible to all who seek to share its values.

This policy provides practical guidance to principals, pastors and parents in addressing enrolment applications to All Saints Parish School. The following Brisbane Catholic Education Policies and Guidelines are applied at the school:

- Students with Disabilities Policy
- Enrolment Application Support Procedures (EASP) for Students requiring Significant Educational Adjustments
- Financial Accessibility of Catholic Education Schools Policy and the subsequent local fee concession processes
- Students who are at the Margins of Society and/or Out-of-Home Policy

Procedure

Step 1:

Lodge an online Application for Enrolment form via our school website. All relevant supporting documentation is required at the time of lodgment.

- Birth Certificate (not the Commemorative Birth Certificate).
- Baptismal Certificate, if applicable.
- Last two school reports and NAPLAN report(s), if applicable.
- Medical or learning reports, if applicable.
- Any legal documentation, Student Specialist Assessments and/or Medical Action Plan if noted in your application.

Payment of the non-refundable application fee is also required at the time of lodgment.

Step 2:

You will be invited to an enrolment interview with a member of our Leadership Team.

Step 3:

A formal Letter of Offer may be offered via email. To accept the offer, the Confirmation of Enrolment form must be completed and returned with original signatures to the school office. Payment of the non-refundable enrolment confirmation fee is required to secure your spot.

Enrolment in Years 1-6 will depend on whether the class numbers have reached maximum numbers.

Applications for enrolment in future years are kept on file and you will be contacted the year prior to commencement.

Interview/Assessment

All families are requested to attend an interview with a member of our Leadership Team. Interviews for Prep take place during late February/March the year prior to commencement.

When the number of applicants exceeds the places available, the following enrolment criteria will be considered:

1. Siblings of students currently enrolled or siblings of students previously enrolled
2. Children who are Baptised Catholics living in the Parish
3. Children who are Baptised Catholics living outside the Parish
4. Children who are Baptised in another Christian faith
5. Children who are not Baptised but are supportive of the values of the Catholic School

Offers/Acceptance of Placement

Offers are made in writing to applicants, after interviews have been completed. Parents are to return the completed Confirmation of Enrolment form along with payment of the non-refundable enrolment confirmation fee by the expected due date. If no confirmation is received, a placement will be offered to the next family on the waiting list or future applicants.

Enrolment Application and Support Process

For students requiring significant educational adjustments, All Saints Parish School must adhere to Brisbane Catholic Education's policy and guidelines for the Enrolment Application and Support Procedures for Students with Special Educational Needs.

The philosophy of integration, levels of ascertainment, terminology, support proformas, checklists, and the process for accepting enrolment for a child with special educational needs is outlined below.

Preliminary Stage	An application for enrolment is made through the usual school enrolment process. Principal initiates the use of EASP where necessary.
Stage 1	Parent/Legal Guardian Meeting and Initial Data Gathering
Stage 2	Additional Data Gathering
Stage 3	Enrolment Support Meeting
Stage 4	Reflection and Decision Making
Stage 5	Transition Action Planning

There are desired outcomes, various personnel involved, processes, and actions in each of these stages. However, all stages must follow the procedures and processes set out in the Brisbane Catholic Education guidelines.

The process for an enrolment application must adhere to the BCEC policy to ensure that it complies with the Disability Discrimination Act.