



ENROLMENT PROCEDURE

Effective Date: July 2016

Review date: July 2019

Policy Area:	Management
Policy Principle:	Access and availability of the school to those that support our values
Rationale:	The St James Primary School is committed to the Catholic education of children living in the local area.
Guiding Principles:	<p>Our priority of enrolment is:</p> <ul style="list-style-type: none">• Children of Catholic families from the parish and school of St James.• Children of existing school families who are of a different faith tradition.• Children of Catholic families from outside the parish of St James, who identify with this Parish.• Children from other parishes and faith traditions <p>-----</p> <ul style="list-style-type: none">• Children requiring significant educational adjustment are enrolled using the Brisbane Catholic Education Enrolment and Support Procedures for Students requiring Significant Educational Adjustments
Desired Outcomes:	<ul style="list-style-type: none">• Equitable enrolment procedures
Target Audience:	<p>This procedure applies to:</p> <ul style="list-style-type: none">• parents and caregivers of children seeking enrolment at St James Primary School.
Exceptions/Notes:	<p>Enrolment Age Students may be enrolled in prep if they have turned 5 years or older on or before 30 June in the proposed year of attendance.</p> <p>Students must be at least 6 years old on 30 June to be enrolled in year one in the proposed year of attendance</p>
Steps:	<p>Applications will be accepted up to three years prior to the year the child begins at St James.</p> <p>Application for Enrolment forms may be obtained from the school office. To be considered for enrolment the completed form needs to be returned to the school office with the following:</p> <ul style="list-style-type: none">• Application Fee of \$40.00• Birth Certificate• Baptismal Certificate• Record of Immunisation is highly desirable <p>If applicable, these documents are also necessary:</p> <ul style="list-style-type: none">• passport• copy of latest School Report• copy of any court orders verifying legal custody and / or access arrangements <p>Enrolment interviews for the Preparatory year of schooling are held in Term 2 of the year prior to commencing and parents are notified of enrolment offers before the</p>

end of July.

Enrolment interviews for other year levels are held as necessary.

All offers of enrolment are made in writing and enrolment is effective when the Confirmation of Enrolment forms are returned to the school by the parent/caregiver with a \$100 non refundable confirmation fee which will be deducted from the child's first fee account at St James.

Definitions: Not applicable

References: Brisbane Catholic Education Enrolment and Support Procedures for Students requiring Significant Educational Adjustments information is available from the school and the Brisbane Catholic Education Website.

Attachments: Not applicable

Reviewed by/date: St James School Pastoral Board July 2016

Authorised by/date: John Bates
School Principal

John A Bates
signature

14/7/2016
date