



# School Enrolment Policy/Procedures

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## Application

**An Application for Enrolment at St Benedict's School must have:**

- All details and signatures completed on the Application for Enrolment form.
- Accompanying copies of:
  - Birth Certificate (Only the standard Birth Certificate can be used to prove identity, not the commemorative certificate.)
  - Catholic Baptism Certificate (plus Eucharist & Confirmation) if applicable.
  - Current School Report for children enrolling in Years 1 – 6.
  - Letters/reports from Specialists or Therapists, if applicable.
  - Copies of Visas, if applicable.

## Priority

When enrolling students, St Benedict's School gives priority to those who are baptised Catholic. St Benedict's may also enrol students from other faith traditions whose families demonstrate that they share the expressed values of the school and who are willing to support and contribute to the school's vision and ethos.

**Priority is given to:**

- The brother or sister of a student currently enrolled at St Benedict's Primary School.
- Catholic families contributing towards the life and worship of the Catholic community of North Lakes/Mango Hill/Griffin.
- Students who attend Catholic schools, who along with their families, have transferred into the North Lakes/Mango Hill/Griffin community.
- Students of Catholic families living beyond the St Benedict's community of North Lakes/Mango Hill/Griffin.
- Students of families of other faiths who are supportive of the Catholic ethos.
- Students who are not Catholic.

## Significant Educational Adjustments

The enrolment of students requiring significant educational adjustments is the concern of the whole school as a community within the Church. The Enrolment Application and Support Procedures for Students requiring Significant Educational Adjustments encourage all participants in the education process to share as partners the responsibility for successful outcomes for all students. The partners in the educational process are parents, students, teachers, school leadership, inclusive education staff and Brisbane Catholic Education representatives. The process seeks to reveal and clarify the characteristics of the learner and to assess the adjustments for

accessing the learning and the implications of these for the school, the family and the student. Further details regarding this process are available from the school office.

## Low Availability

When the number of Catholic applicants exceeds the places available in the school, the following criteria will be considered:

- Catholic Church and faith commitment (e.g. practice, sacramental program; parish involvement).
- Commitment to Catholic Education.
- Proximity to the school.
- Parental expectations for their children at St Benedict's.
- Student's past record of learning and behaviour.
- Local Community Involvement.

## Age Requirements

Children enrolling are to meet the necessary age requirements for entry for each year level:

- *Preparatory*: Children must turn four by 30 June the year prior to commencing Prep. The option for early or delayed entry to Prep may be considered in specific circumstances and where it is in a child's best educational interests.
- Year 1: Children must turn five by 30 June the year prior to commencing Year 1.
- Years 2-6: Children will be placed in age appropriate classes.

## Interview

All families applying for enrolments are required for an interview with the Principal/Assistant Principal Administration or Assistant Principal Religious Education prior to a decision on acceptance into the school being made.

Enrolment at St Benedict's School is at the discretion of the Principal.