Enrolment Outline

Guided by its Mission Statement, St Bernard’s Catholic School furthers the educational mission of the church as a part of the Upper Mount Gravatt-Wishart Parish community. The school provides educational opportunities to students from varying cultural and socio-economic backgrounds and faith traditions whose families demonstrate that they share in the expressed values of the school. St Bernard’s Catholic School is committed to supporting each child’s development in an environment founded upon Catholic Christian values and aims to ensure success for all learners.

St Bernard’s Catholic School recognises the role of parents/care-givers and families as the primary educators of their children. The school works in partnership with parents/care-givers and families to share the responsibility to nurture the development of each student and to provide an authentic experience of Catholic community. In partnership with the Parish, the school is committed to providing high quality inclusive schooling as a visible expression of the mission of the Parish. Enrolments are offered to Catholic families of Upper Mount Gravatt-Wishart parish who share in the values, vision and mission of the Parish Community, Catholics of other local parishes, and families of other faiths who support and value our catholic beliefs and faith traditions.

Implementation

1. Availability of a Vacancy
   The availability of a vacancy is dependent on enrolment numbers.

2. Enrolment Age
   A child is eligible to commence preparatory year provided he/she is five years of age by 30 June of the year enrolled in Prep.

   A child's birth certificate, baptismal certificate and immunisation records must be presented at the time of enrolment, along with any medical or legal documents pertaining to the student/s.

3. Enrolment Applications
   The signing of a Confirmation of Enrolment form indicates the intention of parents to support school policies and policy guidelines, and to pay the school fees as set.

4. Children with Special Needs
   Enrolment of children with special needs will be as per guidelines established by Brisbane Catholic Education. This will be outlined to parents at the first interview. An enrolment support process will be followed.

5. Fees
   A fee of $55 is to be paid at the time the application of Enrolment form is lodged.
   A fee of $100 is to be paid at the time of Enrolment Confirmation. This non-refundable amount is deducted from the first term school fees.

Process

1. Enrolment application obtained either electronically or hard copy from school

2. Complete enrolment application forward to school along with application fee of $55 (as from January, 2012). Payment by cash or credit card.

3. April – families notified of year before student commencing of interview times in early May.


5. Late June – Families offered place if vacancy exists for following year (by letter)
   Or
   Families notified of placement waiting list (by letter).

6. July / August – Confirmation of Enrolment forms to be completed and returned if offer given by school along with $100 non-refundable acceptance fee (which comes off first term fees).


8. Late October / Early November – prep Orientation