

Enrolment Procedures 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.

St Bernard's Catholic School will either -

- Forward a letter to the parent/care giver which will offer your family an enrolment or invite you to accept or decline the enrolment offer in writing after enrolment interviews have been completed, OR
- Forward a letter to the parent/care giver which will offer their child placement on our waiting lists. Vacancies will be monitored and families contacted when an offer of enrolment can be made.

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.

Original documents of 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.

Parents seeking enrolment should:

- refer to the Enrolment Outline sheet
- contact the school (either by phone, web/email or in person) and request an enrolment information package;
- read through the information package;
- complete the Enrolment Form and return this along with providing copies of the following documents to the School
 - ◆ Birth Certificate
 - ◆ Baptismal Certificate
 - ◆ Immunisation Records
 - ◆ Release of Information Form
 - ◆ Any applicable Visa and Passport documents or Permissions – Media, ICT, Media Acceptable Use Forms, etc

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

An enrolment application support process will be initiated with parents at the first interview. Please refer to Brisbane Catholic Education Support Procedures brochure for enrolment application and support procedures for students requiring significant educational adjustments.

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. Paymentst accepted by cash or credit card.
- 3. April** – families notified of year before student commencing of interview times in early May.
- 4. Early May** – Enrolment interviews.
- 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).
- 7. Early October** – Letter of invitation to Prep Orientation morning.
- 8. Late October / Early November** – prep Orientation morning occurs.