



# *St* Monica's School Oakey

## *Enrolment Policy*

Originally adopted: August 2008  
Revised & Re-adopted: September 2013  
Review Date: September 2016

### *Rationale*

St Monica's Primary School is a community of faith and life in which the total development of the whole person is the focus. As a Catholic school, St Monica's works in partnership with parents, caregivers and parish in providing an education rich in Catholic identity and heritage, sound in academic learning and supportive of personal growth.

### *Values*

*"In all things may God be glorified"*

St Monica's Enrolment Policy gives expression to the following values inherent in the creation of a school community of faith and life: honesty, respect, acceptance, inclusivity, option for the poor, prayer and nurturing of Catholic faith and personal spirituality.

### *Policy Statement*

Enrolment at St Monica's is accepted, human and physical resources permitting, on the understanding that parents, carers and students appreciate and support the Catholic ethos of the school.

### *Understandings*

1. Parents, carers, students and staff will acknowledge and support the Catholic ethos of St Monica's School.
2. All enrolments are subject to the availability of appropriate human and physical resources of the school.
3. Financially needy students from within our community will have the opportunity to attend St Monica's School.
4. Children with special needs may have opportunities to attend St Monica's School after consideration of available, appropriate resources and after following the 'Special Needs Enrolment process' as required by the Toowoomba Catholic Education Office.
5. Parents, carers, students and staff will acknowledge and support the St Monica's School policies.
6. School fees are required to be paid for the ongoing provision of appropriate levels of resources. A commitment and practice to the payment of school fees is a condition of continued enrolment.

### *Guidelines*

1. The School's philosophy, mission, aims, facilities, educational provision and enrolment conditions will be communicated to parents during an enrolment interview.



# St Monica's School Oakey

2. Enrolment will only be considered if the official enrolment form has been completed and all relevant information has been fully and frankly provided, including:
  - Submission of an "application for enrolment" form fully completed and payment of the application fee.
  - Submission of proof of age (Birth & Baptism certificate)
  - Arrangement of an interview with the Principal
3. Where a prospective enrolment has a diagnosed or significant special need, the 'Special Needs Enrolment Process' will be used to ensure all parties reach an enrolment decision that is in the best interests of the student and the school community.
4. Parents will support the school as it endeavours to educate students in the beliefs, history and practices of the Christian faith in the Catholic tradition.
5. Students will endeavour to uphold the Catholic ethos of the school and participate in all appropriate learning experiences including Religious education and faith development experiences.
6. Where the Principal deems a student to be financially needy, enrolment will be considered where possible, and ways to support the student's access to the school will be explored.
7. Failure to disclose relevant information in the School's Enrolment Application Form or at the Enrolment Interview may result in an enrolment offer being withheld or withdrawn.
8. An enrolment application fee of \$50 must accompany each written enrolment application, (maximum of \$50 per family per application year).
9. Enrolment is only considered confirmed upon receipt of a completed and signed enrolment application form and the payment of the application fee, interview with the Principal (or delegate) and offer of a place at St Monica's by the Principal (or delegate).
10. If a place at St Monica's can't be offered the \$50 enrolment application fee will be refunded.
11. If an offer of a place at St Monica's is declined by the applicant, the \$50 enrolment application fee will not be refunded.
12. Where applications for enrolment out-number the available vacancies, the following criteria will be taken into consideration.
  - Siblings of family members already at St Monica's School
  - Children of families who actively identify with and support St Monica's Parish
  - Children of families who actively identify with and support other Catholic Parishes
  - Children of families relocating from other Catholic Schools
  - Children from other faith traditions
  - The date of the enrolment application
  - The Principal retains the right to give discretionary consideration to enrolment applications where special circumstances exist.