



## St Ignatius School, Toowong Enrolment Policy Policy No: 3

### 1. Rationale

St Ignatius School is a community of children, parents and staff within the wider Catholic community. Our physical resources and ability to cater for the holistic education of children determine our enrolment capacity.

### 2. Values

**The following values have been identified from the school's mission statement as appropriate to this policy.**

- Welcoming caring community
- Self-acceptance and self-respect
- Service
- Supportive and challenging environment
- Care of each individual
- Holistic Catholic Education

### 3. Policy Statement

St Ignatius School is a Christ-centred community within St Ignatius Parish, Toowong. Students from the community are enrolled on the understanding that both parents and students appreciate and support the school's enrolment policy in addition to the philosophy and ethos of a Catholic school.

### 4. Implementation

#### Introduction:

Enrolment policies are devised and administered at the local level within the parameters of Government regulations. Catholic schools exist to nurture the faith of the children of the local community.

#### Procedures

Students may be enrolled in the Prep Year if they have turned 5 by the 30 June, in their Preparatory Year. Students may be enrolled in Year One if they turn 6 during that year. Documentary evidence in the form of a Birth Certificate must be provided to support this enrolment. Students are to be enrolled under the name given on their Birth Certificate. If a valid reason exists for their being enrolled under a different name, this is recorded also with the notation "To be known as ..." or words to that effect.:

The Principal carefully considers the enrolment of students with special needs, knowing that respect for all persons urges the enrolment of special needs children where their needs can be met. An enrolment support meeting with the parents, Brisbane Catholic Education personnel, school staff and the Principal assists this enrolment process.

St Ignatius School is an inclusive school where enrolment is open to Catholic children, and where possible, non-Catholic children.

Interested parents may contact the school for enrolment as early as possible before their child commences school. In April of the year before for Prep and Year One enrolments, a letter is sent to parents requesting an interview with the principal. After this interview a letter of offer is sent to parents and they are requested to accept or decline the offer. During the year enrolment interviews will be arranged which suits both the parents and the school. If the enrolment process proceeds, a Confirmation of Enrolment form is then completed by the parent and returned to the School along with the Non-Refundable Enrolment Fee. An Enrolment Fee is only paid, once per family. Waiting Lists are compiled, should there not be a vacancy at that place in time and consequential vacancies will be offered depending on factors such as class size and composition.

If the number of families applying for enrolment exceeds our capacity to cater for these children, preference will be accorded following the criteria below-

- 1) Siblings of students attending St Ignatius School
- 2) Children of members of St Ignatius Parish community
- 3) Catholic children in the Parish
- 4) Catholic children in neighbouring suburbs
- 5) Non-Catholic children in the Parish whose families are prepared to embrace the Catholic ethos of our school as expressed in the School's Mission Statement

UPDATED September, 2012