

 <p>Our Lady of Grace School</p>	<p>SCHOOL ENROLMENT PROCEDURE</p> <p>Sources of Authority: CECWA Policy – Community Executive Directive – Student Enrolment</p>
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1. Aim

This procedure outlines how student enrolment is managed at Our Lady of Grace School.

2. Scope

This procedure applies to all members of the Our Lady of Grace School community.

3. Procedures

- Our school follows the [CEWA Enrolment Process](#), and the CEWA Enrolment Priorities. Offers of enrolment will be ordered as follows:
 - Catholic students from the parish with a Parish Priest reference
 - Catholic students from outside the parish with a Parish Priest reference
 - other Catholic students
 - siblings of non-Catholic students
 - non-Catholic students from other Christian denominations
 - other non-Catholic students.
- Indigenous Australian students shall be given enrolment preference wherever possible and practicable.
- Enrolments must comply with Government entry age requirements.
- Upon request in person, by telephone, by mail, or by electronic means, a prospective family will be issued with an “Enrolment Package” containing, among other documents, an enrolment form, the school’s enrolment procedures and a current school fee schedule .
- As a general principle, interviews for Kindergarten will be held during Term One two years prior to that in which the child is to start school.
- Interviews for Pre-Primary to Year 6 will be held as soon as practicable after receipt of the completed enrolment form and required documentation.
- Interviews for Pre-Kindergarten places will be held at the same time for Kindergarten the year preceding the child’s start in this program.
- The interview will address, but not be restricted to, the following issues:
 - School information
 - Reasons for application for enrolment at Our Lady Of Grace School

- Any relevant information, including special needs, from the Enrolment Form
- Parental expectations of the school
- School expectations of the parents (support, involvement, fees, uniform, curriculum, settlement of disputes etc)
- Sighting of the child's:
 - Birth Certificate
 - Baptismal Certificate
 - Australian Immunisation History Statement
- Following the interview, the applicants will be prioritised, where necessary, according to the school's enrolment criteria.
- Successful applicants will be:
 - Forwarded a letter of offer which is to be returned to the school.
 - Sent an account for a Confirmation of Enrolment fee.
- Unsuccessful applicants will be:
 - Notified by mail.
 - Offered the opportunity of remaining on a "Wait List".

Authorised by	Gabrielle Doyle, Principal	Date:	9 May 2023
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