



ENROLMENT POLICY

POLICY

At St Matthew's School we are a Catholic Faith community living Christian values within a wider community. We enrol Catholic children and, where possible, non-Catholic children whose parents value and support the mission of our school.

ELIGIBILITY

Children must be five by 30 June to commence Prep in that year. Please see the table below for eligibility dates for the coming years.

Birthdate	Eligible for Preparatory year in:
Child born 1 July 2011 – 30 June 2012	2017
Child born 1 July 2012 – 30 June 2013	2018
Child born 1 July 2013 – 30 June 2014	2019
Child born 1 July 2014 – 30 June 2015	2020
Child born 1 July 2015 – 30 June 2016	2021
Child born 1 July 2016 – 30 June 2017	2022
Child born 1 July 2017 – 30 June 2018	2023

PROCEDURE

We accept enrolment applications two years prior to commencement at school. An Application for Enrolment, copies of birth and baptism (if Catholic) certificates and latest report card needs to be submitted at the time of application.

Enrolment does not automatically follow as a result of an application. As there are limits to class sizes, children may have to be placed on a waiting list. St Matthew's is a Catholic Parish school and as such gives preference to those who are members of the Catholic community.

In establishing an order for accepting other applications we also give priority to those who have siblings already enrolled at the school. Applications may be further prioritised on the basis of a family's established connections with the school, e.g. where a parent is a past student.

Where enrolments cannot be distinguished by applying the above criteria we may also base our decision on evidence of willingness to value and support the mission of our school. It is important to note that the date that an application is received may also be a factor.

Enrolment is subject to an interview with the Principal or Assistant Principals. Original birth and baptism certificates are required at the interview.

If the application is accepted, it is understood that parents will comply with the spirit of the school's Mission Statement by:

- *supporting and encouraging Gospel values and the standards or behaviour that those imply*
- *accepting and supporting the school rules*
- *co-operating with regulations set down from time to time by the school administration. Such regulations are designed to ensure the safety of all and the efficient management of school facilities*
- *supporting the school administration and teachers*
- *accepting that your child will partake fully in every aspect of the school program*
- *supporting the activities and fund raising efforts of the Parents & Friends Association*
- *agreeing to pay such fees and mandatory levies as set by the school.*

ENROLMENT OF CHILDREN WITH SPECIAL NEEDS

An application to enrol a child with special needs will, in the first instance, be prioritised based on the above criteria. However, before a formal offer of enrolment can be made the application will be further assessed using the "Special Needs Enrolment Process" established by Brisbane Catholic Education.

ENROLMENT OF CHILDREN BORN OVERSEAS

St Matthew's Primary School follows Brisbane Catholic Education guidelines with regard to enrolling overseas students.

GREVIENCE PROCEDURE

Final decisions regarding the application of this policy rest with the Principal. The Principal's decisions may be appealed through Brisbane Catholic Education.

(Following consultation with the school community, this policy was ratified by the School Board in November 2012)