

Policy Statement: Enrolment of Students



At St Matthew's School we are a Catholic Faith community. When enrolling students, St Matthew's School gives priority to those who are baptised Catholic. We welcome students from other faith traditions whose families demonstrate that they share the expressed values of the school and who are willing to support and contribute to our vision, mission and ethos.

INTRODUCTION

The vision at Matthew's is "engaged and motivated learners, always faithful to our loving God. *Every Child, Every Day*". We are committed to high quality contemporary education in a Christian context. We encourage all students to become successful learners, confident and creative individuals and active and informed citizens, fully able to contribute to, and participate in, the life of their faith community and society.

RATIONALE

St Matthew's is proud to support the implementation of the Catholic Church's mission to educate and support the faith of its members. We are called to be open and accessible to all who seek to share and support our values and as such we are guided by the principles of respect, dignity and openness as we respond to a multi-faith society.

THEREFORE

In accordance with this policy, St Matthew's as appropriate will:

- Clearly articulate and communicate this procedure
- Be guided by the principles of justice and equity that support Catholic ethos and vision
- Be respectful of and responsive to the diverse needs of students for whom enrolment is sought.

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Children must turn five before 30th June to commence Prep that year. The table below outlines your child's eligibility.

Birthdate	Eligibility for Preparatory year in:
Child born between 1 July 2016- 30 June 2017	2022
Child born between 1 July 2017- 30 June 2018	2023
Child born between 1 July 2018- 30 June 2019	2024
Child born between 1 July 2019- 30 June 2020	2025
Child born between 1 July 2020- 30 June 2021	2026

We accept enrolment applications two years prior to commencement at school. At the time of enrolment, the following information will need to be submitted:

- Application for Enrolment Form
- Copies of birth and baptismal certificates (if Catholic)
- Latest Report Card

Enrolment does not automatically follow an application as there are many factors that affect enrolment and your child may be placed on a waiting list. At St Matthew's, we are committed to following the discernment process as outlined below:

1. St Matthew's gives preference to those members of the community who are baptised Catholic.
2. The next priority is given to those who have siblings already enrolled in our school
3. That is followed by an established family connection with St Matthew's (such as a parent who is a past student)
4. Followed by parents who have a willingness to value and support the vision, mission and ethos of our school.
5. Finally, the date the application was received may be a factor in the enrolment process.
6. Enrolment is subject to an interview with the Principal or Assistant Principals. Both birth and baptismal certificates are required at the interview.

We strive to work in partnership with parents and students as we work towards our shared goals of:

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- the expressed values of our school
- contributing positively and actively to enhance the spiritual life of our school
- committing to and supporting the Religious Life of the School
- participating in and contributing to the achievement of our vision, mission, and ethos.

ENROLMENT SUPPORT

There are support procedures in place for children requiring additional enrolment support. An application to enrol a child who requires support, will be prioritised based on the above criteria. Proceeding that process, St Matthew's will be guided by the procedure outlined in Brisbane Catholic Education's policy "PROCEDURE: Enrolment Application and Support Process".

[PROCEDURE: Enrolment Application and Support Process](#)

ENROLMENT OF CHILDREN BORN OVERSEAS

An application to enrol a child who is born overseas, will be prioritised based on the above criteria. Proceeding that process, St Matthew's will be guided by Brisbane Catholic Education's policy for children who are born overseas.

ENROLMENT OF CHILDREN WHO ARE EARLY ENTRY

An application to enrol a child who is an early entry (born in July in the year they attend Prep), will be prioritised based on the above criteria. St Matthew's will be guided by the procedure outlined in our "Who is eligible for early entry to Prep" statement. Though early entry to Prep is not generally encouraged at St Matthew's, each application will be processed on a case by case basis. [Policy: Early Entry to Prep](#)

ACCESSIBILITY

It is the belief of our school that education opportunities be available to all students in our community as expressed above. More information in relation to accessibility can be found in our policies on finance on the St Matthew's School [Website](#).

More information regarding Policies and Procedures can be located on the St Matthew's School Portal and website.

Following consultation with the school community, this policy was ratified by the St Matthew's Pastoral Board in May 2020.

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