



PROCEDURES FOR ENROLMENT OF STUDENTS PREP – YEAR 6

Mary Immaculate is part of the Brisbane Catholic Education community of schools within the Archdiocese of Brisbane. The school is administered through Brisbane Catholic Education in partnership with the parish.

Priority for enrolment is for parish families, siblings of children already enrolled and children transferring from other Catholic schools. Other enrolments will be considered depending on availability of places and willingness of families to accept the holistic values of the school and for their child to be educated in an inclusive Catholic environment.

Children enrolling in Prep must turn 5 by the 30 June in the year he/she begins school. Similarly, Year One students must turn 6 by 30 June in the year they commence Year One. Mary Immaculate welcomes inquiries for the enrolment of children with special needs. The "Special Needs Enrolment Process" established by Brisbane Catholic Education will be followed in such instances.

An Orientation Day for new families is usually held in November.

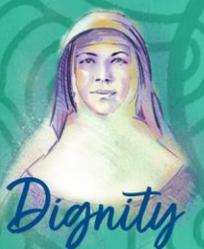
When an enrolment enquiry is received the following procedure is followed:

- The parents of the prospective applicant will be directed to our website www.maryimmaculate.qld.edu.au for all information about the school. There is an email link for further enquiries and an enrolment form that can be downloaded or submitted online.

If applying for enrolment for more than 1 student, when the form is completed, an option will be available to submit another enrolment for each additional student. Parents are to contact the school directly should they experience any difficulty completing the online application for enrolment.

- Upon receipt of the application for enrolment, an interview time will be arranged with the Principal. Parents will also be required to submit the child's birth certificate, baptismal certificate, the most recent report card (if applicable) and any other relevant information regarding the child's progress to date, eg. OT assessments, hearing/sight tests. Any visa documentation and copies of passports if parents or students are born overseas.
- In the case of students with special needs, the Brisbane Catholic Education *Special Needs Enrolment Process* must be followed. Parents will be advised of this process at their initial interview with the principal. At the completion of the process parents will be offered a place for their child if the school is able to meet the needs of the child. If the school is unable to meet the needs of the child, parents will be advised accordingly.

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Making Positive
Choices



Sacredness of Humanity
and Creation



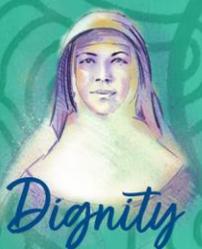
Belonging and Welcome





- Parents should note that the granting of an interview does not mean that their child is automatically enrolled. Confirmation of a successful application will normally be given in writing.
- Once an enrolment application is submitted the school will be sent an email. The school enrolment officer will download the application and send an email to acknowledge receipt of the enrolment application. Parents will then be contacted to schedule an interview with the Principal.
- For Prep enrolments for future years, a phone call will be made to families for an interview to be scheduled in the months of March – end of April in the year prior to the commencement Prep year.
- A deposit of \$100 is required when the enrolment offer is accepted. \$70 of this amount will be deducted from the following term/year fee and \$30 retained by the school as an administration fee.
- All applications for enrolment will be considered with the follow criteria as a guide:
 - Child has an older sibling enrolled at Mary Immaculate
 - Catholic family belonging to the parish
 - Catholic family transferring to another school
 - Catholic family belonging to another parish
 - Non-Catholic family who supports the values/ethos of Catholic Education

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