



Mary Immaculate Primary School Enrolment Procedure

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 the availability of places and the willingness of families to accept the holistic values of the school and for their child to be educated in an inclusive Catholic environment.

Enrolment age variations (QLD Government website information)

Parents enrolling their children in school have the option of an early or delayed start. Enrolment age variations may be due to a child's development and readiness and could improve their ability to learn. Read more about early and delayed entry to Prep and allocation of state education.

Delayed start to Prep (QLD Government website information)

It is not compulsory for your child to attend the Prep year as soon as they are old enough - 5 by 30 June in the year they enrol. You can delay their entry by 1 year if you feel they are not ready, but when they start school, they should still start in the Prep year. Your child must be enrolled in school when they turn into compulsory schooling age (that is, at least 6 years and 6 months).

Parents who decide to delay their child's start in Prep may choose to keep their child at home or in an early childhood education and care service. Parents may also apply to access an Early Childhood Development Program for children with disability through existing regional processes.

Pre-Prep and Parent Information Sessions are usually held in Terms 3 and 4.

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.
- If, after reading the information, parents decide to apply for enrolment for their child to the school, the enrolment form is to be forwarded to the school at the earliest possible time so that an interview can be arranged.
- Upon receipt of the application for enrolment, an interview time will be arranged with the School Principal. Parents will also be required to submit their child's birth certificate, baptismal certificate, immunisation records, the most recent report card (if applicable) and any other relevant information regarding the child's progress to date, e.g., Occupational Therapist assessments, and hearing/sight tests.
- Mary Immaculate School will implement the Enrolment Application and Support Process (EASP) when an application for enrolment is made on behalf of a student where it is considered likely that adjustments will be required to enable the student to participate in the curriculum and use facilities, on the same basis as other students.
- The school will implement the EASP by using the relevant resources and information provided when a parent or legal guardian seeks enrolment for a student with a disability and/or a student requiring significant educational adjustments. Information collected as part of the EASP will be treated as confidential in accordance with the BCE Privacy Statement. Records will be managed in accordance with the BCE



Recordkeeping policy and BCE Office and Schools Filing Structure and Retention Disposal of Records Schedule.

- 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.
- A Confirmation of Enrolment fee of \$130 is required when the enrolment offer is accepted. \$70 of this amount will be deducted from the following term/year fee and \$60 retained by the school as an administration fee.
- All applications for enrolment will be considered with the following criteria as a guide:
 - o Child has an older sibling enrolled at Mary Immaculate.
 - o Catholic family belonging to the parish
 - o Catholic family transferring to another school.
 - o Catholic family belonging to another parish.
 - o Non-Catholic family who supports the values/ethos of Catholic Education