



## **ENROLMENT POLICY**

At Our Lady of Dolours School, we believe that educating and developing our children is enhanced when our staff, students, parents, the parish and the wider community work together in positive, collaborative relationships of shared responsibility. We encourage active participation by parents in their children's education by working closely and cooperatively with our staff and teachers to foster a culture of excellence, enabling our students to become effective and productive members of their world. All those seeking enrolment must accept that Our Lady of Dolours School's culture is grounded in the beliefs and traditions of the Catholic Church. Therefore, all parents agree to their child participating in Religious Education lessons, school and class prayer/liturgies, and other activities or events that support the religious values and beliefs of the school.

### **Procedure**

#### **Step 1:**

Lodge an online Application for Enrolment via our school website. All relevant supporting documentation must be submitted at the time of lodgement:

- Birth Certificate (not the Commemorative Birth Certificate)
- Catholic Baptismal Certificate (plus Eucharist & Confirmation), if applicable
- Last two school reports and NAPLAN report(s), if applicable
- Medical or learning reports, if applicable
- Any legal documentation, Student Specialist Assessments, and a completed coloured copy of the Medical Action Plan if noted in your application

Payment of the non-refundable **\$300 application fee** is required at the time of lodgement.

#### **Step 2:**

Families will be invited to attend an enrolment interview with a member of the Senior Leadership Team.

#### **Step 3:**

A formal offer of enrolment will be issued via email and/or post. To accept the offer, the Confirmation of Enrolment form must be completed and returned with the required documentation. A non-refundable enrolment confirmation fee is required to secure the place:

- \$200 for new families
- \$150 for existing families

Enrolment in Years 1–6 is subject to availability within class size limits.

Applications for future enrolment are retained on file until the relevant year level.

Sibling enrolment applications are advertised through the school newsletter. Promotional material is also distributed to local Kindergartens and Early Learning Centres.

**Brisbane Catholic Education advocates for a Catholic education for all children.**

### **Interview / Assessment**

All families are required to attend an interview with a member of the Senior Leadership Team.

Interviews for Prep commence in March in the year prior to commencement.

Our Lady of Dolours School gives priority to:

- Students who are Baptised Catholic
- Siblings of current students

The school also welcomes students from other faith traditions whose families demonstrate alignment with the school's values and are willing to support and contribute to its vision and ethos.

When applications exceed available places, the following criteria will be considered:

- Siblings of current or previous students
- Baptised Catholics living in the Parish
- Baptised Catholics living outside the Parish
- Children of other faiths
- Children who are not Catholic but are supportive of the values of a Catholic school

### **Offers/Acceptance of Placement**

An offer of placement is conditional upon acceptance by the legal guardians of the school's policies and guidelines, including the School Fees Policy.

Offers are made in writing before the end of Term 1 (following interviews) in the year prior to commencement.

To secure the placement, parents must:

- Return the completed Confirmation of Enrolment form
- Pay the non-refundable enrolment confirmation fee by the due date

If confirmation is not received, the place may be offered to another family on the waiting list.

### **Enrolment Application and Support Process**

For students requiring significant educational adjustments, follows Brisbane Catholic Education's Enrolment Application and Support Procedures for Students with Special Educational Needs.

#### **Process Stages**

**Preliminary Stage** - Completion of the standard enrolment application, including medical history and specialist services

**Stage 1:** Parent/Legal Guardian Meeting and Initial Data Gathering

**Stage 2:** Additional Data Gathering

**Stage 3:** Enrolment Support Meeting

**Stage 4:** Reflection and Decision Making

**Stage 5:** Transition Action Planning

Each stage involves specific personnel, processes, and actions and must align with Brisbane Catholic Education guidelines.

This process ensures compliance with the **Disability Discrimination Act**.