Enrolment Procedure
Our Lady of Dolours School, Mitchelton

⚙ Procedure

1. Purpose

1.1 The purpose of this procedure is to ensure Our Lady of Dolours School manages enrolments in line with Brisbane Catholic Education's (BCE) Enrolment Policy and Procedure, providing fair and transparent processes that reflect our Catholic identity and inclusive practices.

1.2 This procedure applies to all staff involved in the enrolment process, including the Principal, Enrolments Officer, School Leadership Team, and the Enrolment Support Team.

2. Roles and Responsibilities

Principal	• Must oversee the enrolment process and ensure compliance with BCE policy. • Must conduct or delegate enrolment interviews. • Must make final enrolment decisions. • Must promote the school's ethos and values to prospective families.
Enrolments Officer/Administration Team	• Must process applications in a timely and accurate manner. • Must maintain secure enrolment records. • Must schedule interviews and follow up on outstanding documents. • Must provide information to families regarding the enrolment process.
Enrolment Support Team	• Must implement the Enrolment Application and Support Process (EASP) for students requiring significant adjustments. • Must liaise with families, specialists and BCE personnel to plan for inclusive enrolment and transition.

3. Requirements

3.1 Application Requirements

3.1.1 Families must submit a completed Application for Enrolment with the following:

- Payment of the non-refundable enrolment application fee.

- Copy of Birth Certificate (standard certificate only).

- Sacramental certificates (Baptism, Eucharist, Confirmation if applicable).

- Most recent school report (for Years 1–6).

- Specialist/Therapist reports, if applicable.

3.2 Discernment and Priority of Access

3.2.1 A process of discernment regarding the offer of enrolment places must be undertaken by each school/college, establishing clear criteria for prioritising applications based on the availability of positions. Each application must be judged on its merit, with priority normally given to:

- Catholic students and applicants from Catholic families (noting that our ecumenical schools/colleges support families who wish to actively develop their faith within a contemporary Christian community);

- a sibling of a current or past student of the school/college;

- a student from a BCE Catholic primary or secondary school;

- a student from other Catholic schools or kindergarten managed by Catholic Early EdCare (if relevant);

- applicants from families from another or no faith tradition who are willing to commit to the values of the school/college and who are willing to support and contribute positively to the life of the school/college.

3.2.2 Where applications exceed available places, the following may also be considered:

- Commitment to Catholic education.

- Proximity to the school.

- Student's past record of learning and behaviour.

- Family engagement with parish and community.

3.3 Students Requiring Significant Adjustments

3.3.1 The Enrolment Application and Support Process (EASP) must be followed where significant educational adjustments are required.
3.3.2 Parents/guardians must disclose all relevant information to enable planning for a successful transition.

3.4 Age Requirements

3.4.1 Prep: Children must turn 4 by 30 June in the year prior to commencing Prep. Early/delayed entry may be considered where in the child's best interests.
3.4.2 Year 1: Children must turn 5 by 30 June in the year prior to commencing Year 1.
3.4.3 Years 2–6: Children must generally be placed in age-appropriate year levels.

3.5 Enrolment Interview

3.5.1 Families must attend an interview with the Principal or APRE before an enrolment decision is finalised.

4. Compliance Monitoring

Non-compliance with this procedure is a breach of the Catholic Education Archdiocese of Brisbane Code of Conduct.

Compliance with this procedure will be monitored by:

Role	Compliance responsibilities
Principal	Monitor compliance with this procedure and report frequent and/or serious non-compliance to the Senior Leader: School Progress and Performance.
Enrolments Officer	Maintain accurate enrolment records and ensure required documentation is collected and stored securely.
Enrolment Support Team	Ensure EASP requirements are implemented for students requiring significant adjustments.

5. Associated Documents

5.1 Catholic Education Archdiocese of Brisbane Code of Conduct – outlines staff conduct expectations.
5.2 BCE Enrolment Policy – overarching policy governing enrolment in BCE schools.
5.3 Enrolment Application and Support Process (EASP) – process for enrolment of students with disability or requiring significant adjustments.
5.4 Safeguarding Policy – ensures enrolment practices uphold child safety principles.
5.5 Student Diversity and Inclusion Policy – ensures enrolment practices reflect equity, diversity and inclusion.
5.6 School Fees and Concessions Policy and Procedure – ensures financial capacity is addressed fairly and families are supported.

Document Control

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