

St Mark's Catholic Primary School Enrolment Policy and Procedures



Introduction:

St Marks School promotes 'Building Success Together' for children in the Catholic faith. This faith underpins all aspects of the school curriculum.

Rationale:

St Marks School exists to-

- Support the Catholic Church's mission
- Be inclusive of all families who support the beliefs, values and expectations of a Catholic education.

Guidelines:

- The Principal with assistance from, if required, the Parish Priest are responsible for the allocation of placements in this school addressing both social and pastoral needs
- Priority of enrolment will be decided using the following guidelines:
 1. Siblings of students enrolled in St Marks, Inala
 2. Baptised Catholic children whose families are members of the St Marks Inala Parish community
 3. Baptised Catholic children whose families reside outside the St Marks Parish
 4. Students of families from the wider community who seek to follow the values and practices of the school
- Students likely to require special provisions will be considered for enrolment in accordance with the procedures outlined in the Enrolment Application and Support Procedures for Students with Special Needs Policy developed by Brisbane Catholic Education. The Catholic Education [EASP](#) process will be followed for students requiring significant educational adjustments.

Enrolment Procedure:

(Students enrolling for Preparatory year will have turned 4 by the 30th June in the year prior to commencement at St Marks School, as required by the Queensland Government.)

For children seeking to enrol in the Preparatory year-

- Applications for enrolment should be lodged preferably by the end of May in the year before the student begins school. A \$50 non- refundable application fee will be required at this time. This will be deducted from Term 1 fees of the following year.
- Interviews with the applying student and his/ her family will commence as soon as possible after the application has been processed.
- Parents will be notified as to whether their application has been successful, at which time a Confirmation of Enrolment form will need to be completed.
- With particular learning needs, Prep screening meetings will take place in October of the year before the child starts school.
- Prep Orientation Days will take place the year before school commences, usually in November.

For children seeking to enrol in Grade 1-6:

- Contact the school as early as possible to discuss whether there are places available in the desired year level.
- If vacancies are available in the required year level, an interview with the Principal will be arranged

Agreement of Enrolment-

- St Marks Catholic Primary School operates within the Brisbane Archdiocese. All students and parents are required to support the ethos, mission and values of the school. Participation in the Religious Education and religious life of the school is mandatory.
- Students enrolled accept the rules of the school and parents/ caregivers cooperate with the school staff in implementing the Successful Behaviour for Learning Plan.
- Parents/ Caregivers agree to support the ethos of the school and participation in the faith development of students.
- Families are encouraged to actively contribute to the life of the school.
- Parents/ Caregivers undertake to meet financial responsibilities by paying fees and levies by the due date. Families experiencing financial hardship need to make an appointment to see the principal.

For students transferring into St Marks-

- Students transferring into St Marks from other educational institutions are required to present copies of the students past school reports and any other information about the student that will assist the school in providing the best placement possible for that student.