



ENROLMENT POLICY

At St William's School, we believe that educating and developing our children is enhanced when our staff, students, parents, the parish and the wider community coexist 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 and develop in our students the ability to be effective and productive members of their world.

All those seeking enrolment must accept that St William's School's culture is based on the beliefs and traditions of the Catholic Church. Therefore, all parents are to agree to their child being a part of 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 form via our school [website](#). All relevant supporting documentation is required at the time of lodgment.

- 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 \$50 application fee is also required at the time of lodgment.

Step 2: You will be invited to an enrolment interview with a member of our Senior Leadership Team.

Step 3: A formal offer may be offered via email and post. To accept the offer, the Confirmation of Enrolment form must be completed together with the required documentation. Payment of the non-refundable enrolment confirmation fee is required to secure your spot. \$200 for new families and \$150 for existing families.

Enrolment in Years 1-6 will depend on whether the desired class numbers have reached maximum numbers.

Applications for enrolment in future years are kept on file until the appropriate year.

Sibling applications are called for through the school newsletter. Promotional material is provided to local Kindergartens and Early Learning Centres.

Brisbane Catholic Education advocates a catholic education for all children.



Interview/Assessment

All families are requested to attend an interview with a member of our Senior Leadership Team.

Interviews for Prep take place during late February/March the year prior to commencement.

St William's gives priority to those who are Baptised Catholic and/or the sibling of a currently enrolled student at the school. St William's may also enrol students from other faith traditions whose families demonstrate that they share the expressed values of the school and who are willing to support and contribute to the school's vision and ethos.

When the number of applicants exceeds the places available, the following criteria will be considered:

- Catholic Church commitment (eg practice, sacramental program; parish involvement).
- Commitment to Catholic Education.
- Proximity to the school.
- Parental expectations.
- Student's past record of learning and behaviour.

Offers/Acceptance of Placement

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

Offers are made in writing to applicants before the end of Term 1, after interviews have been completed, in the year before the student commences school. Parents are to return the completed Confirmation of Enrolment form along with payment of the non-refundable enrolment confirmation fee by the expected due date. If no confirmation is received, a placement will be offered to the next family on the waiting list or future applicants.

Enrolment Application and Support Process

For students requiring significant educational adjustments, St William's must adhere to Brisbane Catholic Education's policy and guidelines for the [Enrolment Application and Support Procedures for Students with Special Educational Needs](#). The philosophy of integration, levels of ascertainment, terminology, support proformas, checklists, and the process for accepting enrolment for a child with special educational needs is outlined below.

Preliminary Stage	Follows the usual school enrolment procedures – application for enrolment form outlines medical history, 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

There are desired outcomes, various personnel involved, processes, and actions in each of these stages. However, all stages must follow the procedures and processes set out in the Brisbane Catholic Education guidelines.

The process for an enrolment application must adhere to the BCEC policy to ensure that it complies with the Disability Discrimination Act.