

Enrolment Statement

1. An Application for Enrolment at St William's School **must have**:
 - a) Payment of the Enrolment Application Fee *per application*.
 - b) All details completed on the Application for Enrolment form.
 - c) Accompanying copies of:
 - For student
 - *Birth Certificate**.
 - *Visa documentation, if applicable*.
 - *Catholic Baptism Certificate (plus Eucharist & Confirmation), if applicable*.
 - *Last two school reports for children enrolling in Years 1 – 6*.
 - *Letters/reports from Specialists or Therapists, if applicable*.
 - For parents
 - *Proof of one parent's Australian permanent residence at the time of the student's birth: Australian Birth Certificate or Australian Passport issued before the student's birth, or Australian Citizenship Certificate issued before student's birth*.
 - OR
 - *Visa documentation, if applicable*.
- *Only the standard Birth Certificate can be used to prove identity, not the commemorative certificate. **It is a legal requirement that a member of our Leadership Team sight the original copy of the Birth Certificate at interview.** To order a new copy of your child's Birth Certificate, please see this [link](#).*
2. When enrolling students, St William's School gives priority to those who are baptised Catholic. 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.
3. Priority is given to:
 - Baptised Catholic students from within the parish.
 - The brother or sister of a student currently enrolled at St William's School.
 - Baptised Catholic students from outside the parish.
 - Students who are not baptised Catholic.
4. The enrolment of students requiring significant educational adjustments is the concern of the whole school as a community within the Church. *The Enrolment Application and Support Procedures for Students requiring Significant Educational Adjustments* encourage all participants in the education process to share as partners the responsibility for successful outcomes for all students. [Supporting Children with Disabilities at School: A Guide for Parents](#). The partners in the educational process are parents, students, teachers, school leadership, inclusive education staff and Brisbane Catholic Education representatives. The process seeks to reveal and clarify the characteristics of the learner and to assess the adjustments for accessing the learning and the implications of these for the school, the family and the student. Further details regarding this process are available from the school office.
5. When the number of Catholic applicants **exceeds the places available** in the school, 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 behavior.
6. Children enrolling are to meet the **necessary age requirements** for entry for each year level:
 - Prep: children must turn four by 30 June the year prior to commencing Prep. The option for early or delayed entry to Prep may be considered in specific circumstances and where it is in a child's best educational interests. Click on this [link](#) for further information.
 - Year 1: children must turn five by 30 June the year prior to commencing Year 1.
 - Years 2 to 6: children will be placed in age appropriate classes.
7. All families applying for enrolment are required for an interview with the Principal / Assistant Principal **prior** to a decision on acceptance into the school being made.
8. Enrolment at St William's School is at the **discretion** of the Principal.