

Sacred Heart Primary School Sandgate caters for boys and girls from Prep to Year 6, and as an educational ministry of the Catholic Parish of Sandgate Brighton forms part of the Brisbane Archdiocesan system of schools.

ENROLMENT POLICY

Rationale

Faith and Mission - At Sacred Heart, our aim is to provide a Christ centred community that recognises the presence of God in our lives. We aim also to provide equality of opportunity for all our students.

This strategic intent is reflected in our School Renewal Plan and is the basis for our enrolment policy.

Values

As a school, Sacred Heart exists to;

- nurture the Catholic faith of children
- provide a high quality, balanced education which targets the academic, physical, social and emotional development of each and every child

Policy Statement

Sacred Heart School is committed to providing a quality education that promotes

- respect for the individual and
- the Catholic Church and the teachings of Jesus

Parents seeking to enrol their child at Sacred Heart should support these values and commit to supporting the Mission and Vision of our School.

Priority of Enrolment

The final decision of an offer of enrolment rests with the School Principal.

Should there be a need to limit the number of children enrolling at any one time, the following priorities will be considered:

- 1 children with siblings currently at Sacred Heart
- 2 children of Catholic families actively involved in Sandgate Brighton Parish
- 3 Catholic children transferring from another Catholic school
- 4 children of Catholic families actively involved in a parish other than Sandgate Brighton Parish
- 5 children of Catholic families in the local area
- 6 children of other Christian faiths attending other Catholic schools
- 7 children of other Christian faiths actively involved in their own parish
- 8 children of families living in the local Sandgate area; and
- 9 children of families living in other areas of Brisbane

Enrolment of children not of the Catholic faith

Given the Vision and Mission of the Sacred Heart School, a sufficient proportion of the school community should be Catholic to ensure that the faith nurturing role of school can occur freely.

Enrolment of non-Catholic students must not jeopardise the inclusion of any Catholic students who may wish to attend Sacred Heart School.

Enrolment of children with special needs

Our mandate to respect all persons urges the enrolment of children with special needs where these needs can be reasonably met by the school community. Brisbane Catholic Education has an Enrolment Support Procedure which ensures that through the enrolment process, the needs of all stakeholders have been considered and that procedures are put in place, where possible, to ensure the child's successful inclusion in the school community.

Parents are obliged to inform the school of any disabilities or learning difficulties that their child may have. The Principal will consider the likely impact on the child's development and subsequently upon the human and physical resources of the school, within & beyond the general learning program.

Non-disclosure of special needs may result in a child's enrolment being discontinued.

ENROLMENT PROCEDURES

Preparatory Year (Prep) - Students may be enrolled in Prep if they turn five years of age by 30th June of their Prep year. See Table 1 below.

Year 1 - Students may be enrolled in Year one if they turn six years of age by 30th June of that academic year. See Table 1 below.

Table 1

BIRTHDATE	ELIGIBLE FOR PREP YEAR IN:	ELIGIBLE FOR YEAR 1 IN:
Born 1 July 2009 – 30 June 2010	2015	2016
Born 1 July 2010 – 30 June 2011	2016	2017
Born 1 July 2011 – 30 June 2012	2017	2018
Born 1 July 2012 – 30 June 2013	2018	2019
Born 1 July 2013 – 30 June 2014	2019	2020
Born 1 July 2014 – 30 June 2015	2020	2021

Early Admission

Admission of a child to Prep or to Year 1, before the usual date of admission, is not permitted unless either:

- the student has moved from interstate or overseas and the Principal is satisfied that it is in the child's interests to do so, or
- the student turns five years of age by 31st July of their Prep year and the Principal, taking into consideration the child's attributes in:
 - a) Aptitude and ability
 - b) Social and emotional competence
 - c) Physical development, and
 - d) Level of knowledge and understanding
 considers the child ready for formal education.

Children transferring from another school

A child enrolling from another school is required to produce a transfer note from their previous school, at time of enrolment. Should this not be forthcoming the Principal will contact the previous school and request the notification.

Enrolment register

Students are required to be enrolled under the name given on their birth certificate. If a valid reason exists for them to be enrolled under another name, this will be recorded also with the notation “to be known as ... “

Enrolment Fees – Deposit on Term One

Payment of a school enrolment fee finalises the enrolment process, reserves a place for the enrolled student within the school community and is deducted from the School Fees for the first term which the student is present. This fee is payable by **all new enrolments** to Sacred Heart School and is non refundable.

An administration fee is also payable by **new families** to the Sacred Heart School. This assists in covering the costs associated with the processing of applications and the entering of family and student data into the computer system. This fee is also non refundable.

Enrolment Procedure

