



Enrolment Policy

In its attempts to nurture children in the Catholic faith and maintain a Catholic ethos within the community, Mother Teresa Catholic Primary School remains open and welcoming to all who wish to join it.

Policy Practice:

(A) Applications for Enrolment:

Applications for enrolment will be considered in the following order:

- Siblings of children already in the school.
- Other children not included in the above categories.

Acceptance of applications for enrolment will be dependent upon considerations regarding any or all of the following:

- age eligibility – a child must be five (5) years of age by 30 June in the year they start in the Preparatory Year class.
- class sizes.
- the composition of classes.
- the physical accommodation available.
- the ability of the school to meet the child's needs.
- the need to maintain the Catholic character/ethos of the school.
- the discretion of the Principal.

N.B. Children with 'special needs' will be enrolled in line with the Special Needs Enrolment Support Policy of B.C.E.

(B) Procedure for Enrolment

Enrolment Applications for all year levels are submitted at any time for the following or current school year.

- Family Interviews (Parents/Guardians and Child) with the Principal.

At this interview the following documentation is essential:

- Birth certificate
- Baptismal certificate (if applicable)
- Immunisation record
- Other documentation pertinent to the child's educational needs at the school e.g., Specialist assessments, residency orders, legal documentation, previous school reports.



- Letters to parents notifying them of confirmation of enrolment or placement on the waiting list.

Enrolment is confirmed when Confirmation of Enrolment Forms are returned completed and accurately filled out, accompanied by the above documentation and an enrolment fee of \$150.00 (reducing your first term's fee account).

- Parents Information Session
- Prep Orientation

Role of Parents:

- Parents are expected to accept a commitment to give their children every opportunity to experience their faith at home and to give their children every opportunity and encouragement to practise it.
- Parents are expected to support and encourage the standards of behaviour, discipline, punctuality, dress, cleanliness, tidiness, and other expectations of the school.
- Parents must accept that all students will partake fully in every aspect of the school program.
- Parents are expected to be supportive of teachers and the school administration. Open communication is actively promoted.
- Parents are encouraged to help whenever possible (e.g., working bees) and to support the school's activities and fundraising efforts.
- Parents are expected to commit themselves to the regular payment of school fees and levies and are encouraged to contribute to the school building fund.
- Parents are encouraged to participate/be involved in all aspects of the life of the school.
- Parents are expected to honestly and accurately inform the school of any pertinent information regarding their child's needs as part of the enrolment process.