Mother Teresa Catholic Primary School
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Enrolment Policy

Mother Teresa Catholic Primary School is a welcoming and inclusive community, committed to nurturing each child in the Catholic faith while fostering a strong sense of belonging for all. We partner closely with families to support every child's learning, wellbeing, and spiritual growth, and warmly welcome all who seek to be part of our school community.

Policy Practice:

(A) Applications for Enrolment:

Applications for enrolment will be considered in the following order:

- Siblings of children already in the school (past and present)
- Baptised Catholic children
- Non-Catholic children

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 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 Brisbane Catholic Education.

(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 the enrolment application process the following documentation is essential. The original documentation to be provided at the enrolment interview:

- Birth certificate
- Baptismal certificate (if applicable)
- Other documentation pertinent to the child's educational needs at the school e.g., Specialist assessments, passport/visa, legal documentation, previous school reports, NAPLAN

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.

A letter to parents notifying them of acceptance of enrolment or placement on the waiting list will be provided once the enrolment interview process is completed.

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).

Prep Enrolments:

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In Term 4 we offer the following for families:

- Parent Information Evening
- Prep Orientation x 3 morning sessions

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 positive behaviour, uniform policy and the expectations of the school.
- Parents are expected to be supportive of all staff. We encourage open communication to support all students. It is important for families to comply to the Code of Conduct for Parents and Visitors to our community.
- 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.