ENROLMENT POLICY FOR ST JOSEPH’S SCHOOL

Introduction
St Joseph’s School creates community through sharing of faith, living out Gospel values and accepting change as part of renewal.

Within our Catholic community, we work together in partnership with parents to encourage all members to develop their individual gifts, to deepen their personal spirituality and to recognise and celebrate the giftedness of others.

Mission Statement
"St Joseph’s School offers an holistic education within a Catholic ethos whilst developing and valuing the uniqueness of the individual as we encourage each student to become a life long learner."

Mercy Values
Respect for human life, dignity, compassion, service

Policy
Enrolment application will be open to all students whose parents/guardians actively support the Catholic ethos of the school as set out in its Mission Statement.

The Principal will give due consideration when enrolling students that the Catholic ethos of a Catholic School be preserved.

Conditions
Noting that each application will be considered on an individual basis, the Principal will give due consideration to the following points when considering enrolment applications.

When the number of applicants exceeds the number of places available in each of the Enrolment Options, selection will be made by giving consideration to the following:

- Catholic children of Catholic parents active within the St Joseph’s Parish or other Parishes
- Brothers and/or sisters currently attending St Joseph's School.
- Catholic children transferring from other Catholic Schools.
- Children whose families have an historical connection with St Joseph's School
- Children whose parents have a strong commitment to a Christian education for their children

Financial
Families are expected to pay school fees in accordance with the current fee schedule. However as a Catholic School should reflect the option of Christ for the poor, every attempt will be made to cater for the neediest members of our community.
Each application for enrolment will be considered individually and reviewed annually. Where genuine need is found to exist, parents are asked to pay what they can afford after consultation with the Principal and/or the Parish Priest.

**Special Needs Enrolment**

Parents of students with special needs, educational, physical or emotional, are to provide all the necessary background information on the child. The Principal will use the Enrolment Support Process of the Toowoomba Catholic Education Guidelines, Enrolment and Support Procedures for students with special needs if the school can cater for the educational and pastoral needs of the applicant. Parents will be both informed and actively involved in this process.

**Procedures**

1. Prospective parents and students will be provided with information via the School Prospectus and/or website [www.stjosephs.qld.edu.au](http://www.stjosephs.qld.edu.au)
2. Applications will be assessed and parents/caregivers will be contacted about the status of their application.
3. Students will be interviewed with their parents on a one-to-one basis before attending the School.
4. The School may request a deposit as a confirmation of enrolment.
5. Transferees into Stanthorpe will be enrolled if:
   a. Places are available and
   b. They satisfy this policy's guidelines.
6. The School will provide enrolment information for each year of entry into Prep, Years 7 and 11.

An appropriate transition program for students entering the school will be organized.

The Principal reserves the authority to deny enrolment to a student on academic, behavioral, pastoral or other support grounds.

**Withdrawal/Cancellation of Enrolment**

It is a requirement that one (1) term’s notice be given to the school in advance of a child’s enrolment being withdrawn from the School. Where the notice period is not met, parents/carers will pay one (1) term’s fees in lieu of notice.

In the event the School cancels a student’s enrolment, the parent/carer will not be entitled to a refund of fees paid in advance.

The Principal has absolute discretion in the exercise of these conditions.

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Chris Haynes
**Board Chair**

Michael McCarthy
**Principal**

Reviewed: 2015
Review Due: 2018