

Good Shepherd Catholic Primary School Springfield Lakes Enrolment Policy





ENROLMENT POLICY

Introduction

Good Shepherd Catholic Primary School Springfield Lakes is administered by Brisbane Catholic Education and the **Policy Statement** for Enrolment of Students in Catholic Schools is as follows:

“Catholic schools in the Archdiocese give priority in enrolment to students who are baptised Catholics. Schools may also enrol students from other faith traditions whose families demonstrate that they share in the expressed values of the school. In such instances schools embrace church teachings regarding respect for the faith journey of individuals within the religious dimension of school life.

The process of enrolment is to be guided by principles of justice and equity that support Catholic ethos and vision.”

Good Shepherd Catholic Primary School Springfield Lakes is considered a Dialogue School. We believe that the Catholic faith offers a meaningful and valuable message that everyone should hear, albeit without the intent to make all the students Catholic. As a Dialogue School Good Shepherd Catholic Primary School Springfield Lakes expresses a clear preference for a particular position – namely the Catholic position – out of which to engage others in dialogue.

Rationale

An enrolment policy exists at Good Shepherd Catholic Primary School Springfield Lakes to assist in developing expectations at the point of inquiry and entry. Guiding principles are set to assist the Principal with demands placed on enrolment positions available at Good Shepherd. Brisbane Catholic Education policies, regulations and guidelines are followed at a school level.

Applicants will be considered as follows:

1. Priority for an enrolment interview is given in the following order to:
 - Baptised Catholic students
 - The brother or sister of a student currently/previously enrolled at Good Shepherd Catholic Primary School, Springfield Lakes
 - Non-Catholic students

2. When the number of applicants exceeds the number of places available, the following will be considered:
 - Church/faith commitment (you may be invited to complete a form through which the applicant’s and family’s Church/faith commitment can be outlined and Parish registration verified – this also applies to members of a non-Catholic faith community).
 - Previous commitment to Catholic education
 - Students of other Christian denominations whose families value the religious aspect of education
 - Proximity to the school
 - Parental expectations
 - Willingness to share in the expressed Gospel values of Good Shepherd Catholic Primary School, Springfield Lakes
 - Other relevant factors

3. Students likely to require special provisions (e.g. special resources and/or a modified program and/or intervention support) will be considered in accordance with Brisbane Catholic Education's ***Enrolment Application and Support Procedures for Students requiring Significant Educational Adjustments***.
4. Children enrolling need to meet the required age requirements for entry:
 - **Prep: Students enrolling for Prep Year must turn 5 by June 30 in the year they will complete Prep.**
 - **Year 1 to Year 6: Students will be placed in age-appropriate classes according to Queensland age requirements with consideration given to aligning with years of education/school.**
5. St Augustine Catholic College, Augustine Heights, is within the Parish. As a secondary college considers enrolment for Good Shepherd Catholic Primary School students into secondary education. A new application needs to be lodged up to two years prior to commencement at St Augustine Catholic College or any of the surrounding Catholic Colleges within the Ipswich or Brisbane regions.
6. Enrolment at the Good Shepherd Catholic Primary School Springfield Lakes is at the discretion of the principal.
7. In line with Brisbane Catholic Education's Policy on Financial Accessibility of Catholic Education Schools Students will not be excluded from Good Shepherd Catholic Primary School Springfield Lakes for economic reasons related to the inability of the family to pay fees. It is an expectation, however, that such families would be able to make some form of contribution towards payment of fees.

Enrolment applications for all year levels can be submitted at any time and must be accompanied by:

- a non-refundable application fee of \$50
- full birth certificate
- baptismal certificate
- other documentation pertinent to the child's educational needs at the school, e.g., specialist assessments
- proof of residential address, Driver's Licence (new families only)

Applications for Prep are accepted until the end of Term 3 of the year prior to enrolment. Whenever an application is received, the placement remains dependent on an interview with the principal and the prospective student participating in an assessment procedure, as a requirement of this policy. Good Shepherd Catholic Primary School believes that when a family presents for enrolment, the family is enrolled as members of the community.

Role of Parents/Guardians

1. Parents/Caregivers are expected to accept a commitment to give their child/children every opportunity to experience their faith at home and to give their child every opportunity and encouragement to practice it.
2. Parents/Caregivers are expected to support and encourage the standards of attendance, behaviour, dress code, punctuality, cleanliness, tidiness, and other expectations of Good Shepherd Catholic Primary School Springfield Lakes.
3. Parents/ Caregivers must accept that all students will partake fully in every aspect of the learning at Good Shepherd Catholic Primary School Springfield Lakes.

4. Parents/Caregivers are expected to be supportive of the Leadership Team, Teaching Staff and the School Administration. Open communication is actively promoted.
5. Parents/Caregivers are expected to support in the life of Good Shepherd Catholic Primary School Springfield Lakes and to assist community involvement as engaged parents/Caregivers in their children's Learning.
6. Parents/Caregivers are expected to commit to regular payment of school fees and levies.

Underlying Values which particularly relate to this policy:

The enrolment process at Good Shepherd Catholic Primary School Springfield Lakes will:

- Be honest and transparent
- Reflect a social justice perspective
- Strive to ensure that by enrolling families who support the school's values
- Have a spiritual dimension which demonstrates care, compassion and inclusion.

Outcomes of this Policy

- At Good Shepherd Catholic Primary School there are clear, objective procedures for processing enrolment applications
- Catholic families are given priority in the enrolment process while offers of enrolment are also made to families of other faiths, who support Good Shepherd Catholic Primary School values
- Good Shepherd Catholic Primary School families understand the Statement of **Mission, Vision and Good Shepherd's Way of Being Community**, which underpins our philosophy.
- Good Shepherd Catholic Primary School strives to be an inclusive community based on a social Justice perspective.
- A family photo is taken at the conclusion of the interview with a member of the Leadership Team.
- A member of the Administration team will provide information on the acceptance of the enrolment in order to complete the process upon the principal's offer of a enrolment placement.

Agreement of Enrolment

1. Good Shepherd Catholic Primary School Springfield Lakes operates from a Christian philosophy within the Catholic Church tradition. All students are required to support the ethos, mission, vision, Good Shepherd's Way of Being Community, Dispositions of a Learner and Gospel values of the school, and to participate in the Religious Education and other related programs of the school, including attendance at liturgical experiences, school celebrations, and excursions, that are part of the life of the school.
2. Students enrolled at Good Shepherd Catholic Primary School accept the **Mission, Vision and Good Shepherd's Way of Being Community, Dispositions of a Learner and CARE Rules of the school**. Parents/Caregivers cooperate with school staff, in implementing the Student Behaviour Support Policy.
3. Parents/Caregivers agree to support the ethos of the school and participate with the school in the faith development of students.
4. Parents/Caregivers undertake to support the work of the school by volunteering when and if possible, in actively supporting Good Shepherd Catholic Primary School Springfield Lakes, throughout the school year.
5. Parents/Caregivers undertake to meet financial responsibilities by paying fees and levies by the due date.

Date Review	By whom	Adjustments
March 2012	Judith Anne Seery	
March 2021	Judith Anne Seery	Rewrote the policy to reflect Dialogue School
March 2022		