



# St Anthony's Primary School Toowoomba Enrolment Procedure

## Procedure Statement:

Enrolment at St. Anthony's is granted on the understanding that parents, caregivers and students appreciate and support the Catholic philosophy and ethos of the school.

## Procedure Guidelines:

1. All enrolments are subject to the availability of appropriate human and physical resources of the School.
2. Children with special needs will have opportunities to attend St. Anthony's School after consideration of available, appropriate resources and after following the 'Special Needs Enrolment Process' as required by the Toowoomba Catholic Education Office.
3. By accepting enrolment, parents and caregivers agree to pay the relevant school fees. Failure to do so, non communication with the principal and if fees are in arrears beyond one term, may result in a child being excluded from representing the school or attending sporting events and school excursions.
4. Failure to disclose relevant information including Special Needs on the School's Enrolment Application Form or at the Enrolment Interview may result in an enrolment offer being withheld or withdrawn.
5. The School's philosophy, mission, aims, facilities, educational provision and enrolment conditions will be communicated to parents during an enrolment interview.
6. Enrolment will only be considered if the official enrolment form has been completed and all relevant information has been provided.
7. Parents, caregivers, students and staff are to abide by the school policies, procedures and rules
8. Where a prospective enrolment has a diagnosed or a significant special need, the 'Special Needs Enrolment Process' will be used in order for all parties to reach an enrolment decision that is in the best interests of the student and the school community.
9. Parents will support the school as it endeavours to educate students in the beliefs, history and practices of the Christian faith in the Catholic tradition.
10. Students will endeavor to uphold the Catholic philosophy of the school and participate in all appropriate learning experiences including Religious education and faith development experiences.
11. Where the Principal deems a family to require special consideration, enrolment will be considered where possible, and ways to support the family's access to the school will be explored.
12. Advanced enrolment application requires payment of a non-refundable booking fee. This fee will be deducted from 1<sup>st</sup> term school fees should the application be successful.

Preferences of Enrolment:

Where applications for enrolment out number the available vacancies, the following criteria will be followed:

- a. Siblings of family members already at St Anthony's.
- b. Children of families who actively identify with and support St. Anthony's Parish.
- c. Children of families who actively identify with and support other Catholic Parishes in Toowoomba and surrounds.
- d. Children of families relocating from other Catholic Schools.
- e. The date of the enrolment application.
- f. The Principal retains the right to give discretionary consideration to all enrolment applications.