



Enrolment Policy

(Reviewed by School Board – 18 August 2015)

Our Vision:

Our Lady of Mount Carmel Catholic School seeks to be a place where children are educated in faith, life and learning so that they may take their places as purposeful people with the courage, wisdom and will to embrace the work of Jesus through Gospel values to build a better world.

Our Mission:

Our Lady of Mount Carmel Catholic School is an inclusive and compassionate community where the partnership of parents and school supported by our parish communities is committed to growing and nurturing our young people in faith and learning that is life-long and life-giving.

Our Values:

Service, Compassion, Respect, Wisdom, Love, Justice, Truth

POLICY STATEMENT:

Enrolment at Our Lady of Mt Carmel is open to all families who are committed to the Catholic values and educational purposes expressed in the School Mission Statement.

ENROLMENT PROCESS:

Enrolments are accepted at any time.

Families are contacted in Term Two of the preceding year to begin the formal process of enrolment, including interviews and confirmation of enrolment.

Information about special student needs must be shared at the enrolment interview. As per BCE guidelines the Enrolment Support Process for Students with Special Needs will be used where required.

At the time of confirmation of enrolment, a non-refundable fee of \$300.00 is required. This fee will be credited to Term One accounts in the following year.

When applications exceed available places the following order of enrolment priority is applied:-

1. Siblings of current and past students of Mt Carmel.
2. Catholic children who reside and regularly worship in the parishes of Mt Carmel or Regina Caeli & Catholic children of Mt Carmel staff. Applicants are encouraged to document their level of involvement in the parish.
3. Catholic children of active Mt Carmel parishioners residing outside the parish boundaries of Mt Carmel or Regina Caeli. Applicants are encouraged to document their level of involvement in the parish. Consideration will also be given to Catholic children who reside in the parishes of Mt Carmel or Regina Caeli and regularly worship in other parishes. These applicants are encouraged to provide a reference or documentation supporting their level of involvement in the other parish.
4. Catholic children of non-active families, and baptised children of families with a meaningful and active affiliation with orthodox or other Christian traditions, residing inside the parish boundaries of Mt Carmel or Regina Caeli.
5. Catholic children of families active in parishes outside the parish boundaries of Mt Carmel or Regina Caeli. Applicants are encouraged to document their level of involvement in their parish.
6. Catholic children of non-active families, and baptised children of families with a meaningful and active affiliation with orthodox or other Christian traditions, residing outside the parish boundaries of Mt Carmel or Regina Caeli.
7. All other Non-Catholic children with a demonstrated meaningful affiliation with Christian values and traditions.

Enrolment of a Student with Special Educational Needs

1. Mt Carmel School must adhere to Brisbane Catholic Education policy and guidelines for the *Enrolment Application and Support Procedures for Students with Special Educational Needs* .(www.bne.catholic.edu.au)
2. The stages of enrolling a student with special learning needs is as follows:
 - Preliminary stage: usual school enrolment procedures –application for enrolment form outlines medical history, specialist services.
 - Stage 1: parent meeting
 - Stage 2: data gathering
 - Stage 3: enrolment support meeting
 - Stage 4: reflection and decision-making
 - Stage 5: Individual Education Plan & Education Adjustment Plan completed

In each of these stages there are desired outcomes, personnel involved, processes, and actions. All stages must follow the procedures and processes as set out in the BCEC handbook.

3. The philosophy of integration, levels of ascertainment, terminology, support proformas, checklists, and the process for accepting an enrolment for a child with special needs is clearly outlined in Brisbane Catholic Education policy statement "*Enrolment Application and Support Procedures for Students with Special Educational Needs.*"(2002) and the Brisbane Catholic Education policy document *Students with Disabilities (February 2007)*

4. The process for an application for enrolment must adhere to the BCEC policy to ensure that it complies with the Disability Discrimination Act, Department of Education Science and Training Canberra, 1992,

Evaluation

The Enrolment Policy needs to fulfil the mission and vision of Our Lady of Mt Carmel Catholic School and adhere to Brisbane Catholic Education and legislative guidelines. The policy needs regular review to ensure that it is meeting the needs of the school administration and community.

Date: March 2012