Application For Enrolment

At St Elizabeth’s School, enrolment processes are consistent with the CEOM Enrolment Policy (2007 2:4)

Our Catholic School is a Parish school where:
- Prayer and Liturgy are vital aspects of school life.
- The pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church.
- The teachings and values of Jesus Christ and his church are paramount.

At St Elizabeth’s, we believe that the partnership between student, parent (or guardian) and staff is a key factor in supporting the student to be successful in learning. We value and appreciate our links with the Parish community at St Elizabeth’s whose vision and commitment led to the creation of our school.

PARENTAL RESPONSIBILITIES

Parents should be aware that they will continue to have responsibilities in providing ongoing support for their child’s faith education including Catholic education. In particular, parents/guardians are asked to make an explicit commitment to the following responsibilities:

1. All parents/guardians enrolling their children in a Catholic school should complete the school’s Application for Enrolment form and return it by the due date. This does not guarantee enrolment in the school.
2. Catholic Parents/guardians must be prepared to support the school in the Catholic education of their children and involve themselves as much as possible.
3. Parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child. (Any difficulties in this regard should be discussed with the Principal as soon as difficulties arise.)
4. Parents/guardians must advise the Principal of any Court Order(s) that may exist in regard to the child, or any changes to such Court Order(s) and provide a copy of the Court Order(s) and any subsequent changes for the child’s school file.
5. Parents/guardians must supply the school with a Health Immunisation Certificate.
6. Parents/guardians, by asking for enrolment, are expected to support the school’s policies and procedures.
SCHOOL’S RESPONSIBILITIES
To work within the spirit of our Vision Statement.

OUR SCHOOL VISION
St. Elizabeth’s Parish School is a Catholic Parish Primary School striving to make faith real in the world for all within our care. Parents and staff support our students to grow to their full potential as active participating members of the faith community following Christ's example.

Our educational purpose is to meet the needs of the current generation by supporting all our students to become independent and self motivated. We encourage them to be learners who have a deep understanding about themselves, others and the world around them. We strive to develop their capacity to build and maintain relationships and actively and positively contribute to the global community.

As teachers we see ourselves as a community of lifelong learners committed to the provision of innovative learning opportunities for every student. We believe that focussed teaching brings about powerful learning. We take advantage of contemporary tools and learning environments to support the provision of relevant, rich and personalised learning opportunities.

STUDENT’S RESPONSIBILITIES
Your child is expected to constantly strive to achieve the school’s high standards regarding:

• Respect for members of the school community and its environment.
• Respect for our Australian culture and values, our Catholic faith and traditions and the culture, faith and traditions of those involved with our school.
• The dress code of the school.
• The routines, practices and policies which ensure that everyone feels safe at all times.

ENROLMENT PROCEDURE
1. Application to Principal (Application and Enrolment Form completed). Children enrolling for Foundation to enrol at the beginning of Term 2 of the year before the child starts school.
2. Principal and Parish Priest (or nominees) to interview all new families to the school.
The purposes of the interview are to:

- Welcome families to our School and Parish.
- Verify all information.
- Establish readiness of the child and the individual needs and circumstances.
- Provide Parents or Guardians with an opportunity to gather information about the school.

**ACCEPTANCE OF OFFERS**

Acceptance of enrolment is dependent on:

- Approval of the Parish Priest in line with the Local Enrolment Policy and CEOM Enrolment Policy (2:4 2007) and relevant educational and Government Authority requirements
- Receipt of the $20 Enrolment fee by due date to cover Administration costs. (This is a non-refundable fee)
- Children turning 5 before April 30 of the year of enrolment except when CEOM agrees to waive this guideline.

**LATE APPLICATIONS FOR PREP PLACES**

Late applications for Prep places will be dealt with in order of receipt. Late applications will not displace accepted students irrespective of relative places on the priority list.
Application For Enrolment
(This sheet to be completed and returned with your child’s Enrolment Form)

CHILD’S NAME: ..........................................

YEAR LEVEL: ..........................................

We have read the application for enrolment and wish to apply for a place at St. Elizabeth’s Parish School.

Checklist: Have you enclosed the following:

- Birth Certificate
- Baptism Certificate
- Immunisation Certificate
- Application Fee ($20 non-refundable) (New families only)

OFFICE USE ONLY

Date of Application _____/____/_____ Interviewed by____________ Date _____/____/_____

Commencement Date _____/____/_____ Class Allocation ______________

Application Fee Rec’d YES / NO Enrolment No. ______________

Birth Certificate YES / NO Enrolment Support Process YES / NO

Child’s Age as at 30th April 2014 ___ yrs ___ mths

Baptism Certificate YES / NO

Immunisation Records YES / NO

Family Code _______________ Student Code _______________