

# Sacred Heart School Enrolment Procedure



## 1. PURPOSE

This procedure aims to describe Sacred Heart School's approach to implementing the Sacred Heart School Enrolment Policy. This procedure ensures a transparent and equitable process when families submit an enrolment application at Sacred Heart School.

This procedure must be read in conjunction with *Sacred Heart School Enrolment Policy*, [Enrolment of Students Policy](#), [Student Diversity and Inclusion Policy](#), [Enrolment Application Support Procedures for Students requiring Significant Educational Adjustments](#), [Financial Accessibility of Catholic Education Schools Policy](#), and the [Out-of-Home Policy](#).

## 2. RESPONSIBILITIES

### 2.1 General requirements

Families who would like for their child to attend Sacred Heart School must complete an enrolment application form, pay the application fee and provide the necessary documentation to support the application:

- Birth Certificate or identity document
- Baptism Certificate (for applicants who are baptised)
- Current school and NAPLAN reports (if applicable)
- Health or Medical Assessment reports (if applicable)
- Current Visa or Passport (if applicable)
- Legal Documentation (if applicable)

Once all documentation is received, the application is considered complete. Submission of an application does not guarantee enrolment.

### 2.2 Roles and responsibilities

Role	Responsibilities
Principal	<ul style="list-style-type: none"><li>• document the school's process for enrolment</li><li>• ensure students, parents and guardians are made aware of the school's process for enrolling their child</li><li>• provide prospective parents and carers with timely and accurate information regarding the application process</li><li>• implement the Enrolment Application Support Procedures for Students requiring Significant Educational Adjustments</li></ul>
School employees	<ul style="list-style-type: none"><li>• implement the school's policy and procedures</li><li>• declare any potential conflict of interest</li></ul>
Parents, Carers and Guardians	<ul style="list-style-type: none"><li>• provide a completed application form</li><li>• pay the application confirmation of enrolment fee</li><li>• provide a full and frank disclosure of information pertinent to the student seeking enrolment</li><li>• submit the supporting documentation for the application</li><li>• provide the school with all relevant, current information about their child</li><li>• inform the school of any change to the information provided through the enrolment process</li></ul>

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## 3. PROCEDURE

1. Sacred Heart School welcomes the enrolment of children from families who share the expressed values of the school and who are willing to support and contribute to the school's vision and mission.
2. The online Application Form is a form to be completed. The Application Form is accompanied by a non-refundable administrative fee. **Lodgement of an application is not a guarantee of enrolment.**
3. Enrolment at Sacred Heart School is subject to an interview with the Principal or delegate and the availability of vacancies at the school. Parents and their child/ren attend this enrolment interview. It may be necessary for the interview to take place using an online platform. A series of questions will be asked to the parent and the prospective student. **An enrolment interview is not a guarantee of enrolment.**
4. Decisions regarding enrolment will take into account the number of vacancies, students' needs, and any exceptional circumstances.
5. Where the demand for enrolment places exceeds capacity, the priority order for enrolment is as follows:
  1. Siblings of students currently enrolled or past students of Sacred Heart School.
  2. Children baptised Catholic and live within the Sacred Heart Parish boundaries – see the following link to review the [Parish boundaries](#).
  3. Children baptised Catholic and live outside the Sacred Heart Parish boundaries.
  4. Children who are not baptised Catholic but whose parents support the school's values and the Catholic faith.
6. The enrolment of students who may require special provisions for their educational placement will be considered in accordance with Brisbane Catholic Education's [Enrolment Application and Support Procedures for Students Requiring Significant Educational Adjustments](#). This enrolment application support process will gauge the level of support required and the school's capacity to provide this support.
7. The final decision regarding offers of enrolment is at the discretion of the Principal.
8. Offer of acceptance. Upon acceptance, families are given an Enrolment Acceptance Form, which is to be completed by parents signifying their acceptance of the school's offer of placement for their child. This form is accompanied by an Enrolment Bond which is refunded in the first term's school fees the following year.

## 4. PERFORMANCE

This procedure will be monitored as required or every four (4 years).