

# Enrolment Procedures

Thank you for your interest in enrolling your child at Good Shepherd.

Good Shepherd is an inclusive school where enrolment is open to Catholics and children from other faith traditions. Our enrolment capacity is determined by our physical resources and our ability to cater for the holistic education of each child.

At all times, the Principal has the right to approve or refuse enrolment if the criteria set by Brisbane Catholic Education cannot be satisfied.

Should it be necessary to limit the intake of pupils to Good Shepherd, then preference will be accorded in order of the following criteria, and within each criteria based on date application received and processed:

- 1. Children who have siblings attending Good Shepherd Catholic Primary School**
- 2. Baptised Catholic children (baptism certificate required)**
- 3. Non-baptised children from Catholic families**
- 4. Children from other faith traditions who support the philosophy of Catholic Education**

If necessary, an Enrolment Application Support Process (EASP) for students with disabilities will be conducted according to the Brisbane Catholic Education policy and guidelines.

If an application is accepted it is understood that parents comply with the spirit of the school Mission Statement, our Community Values and Relationships Guidelines and agree to pay such fees and mandatory levies as set by the local authority.

## Application for Enrolment Online

Please find the link below to your child's online application for enrolment.

You will need to click on the link, enter and review the required details, and complete and submit the form: [Good Shepherd Online Enrolment Application](#)

If applying for enrolment for more than 1 student, when the form is completed, an option will be available to submit another enrolment for each additional student.

Please contact us directly, should you experience any difficulty completing the online application for enrolment.

A \$50 non-refundable application fee per application applies, payable when submitting an application/s for enrolment. Payment can be made via the following methods:

- In person at the office
- Link on Website (Enrolments)

To lodge an application for your child, please remember to send:

- Fully completed Application for Enrolment form (see above)
- Photocopy of Birth Certificate
- Photocopy of Baptism Certificate
- Other documentation pertinent to the child's educational needs at the school e.g., specialist assessments (speech, OT, paediatrician)
- Visa/Confirmation of Citizenship if applicable
- Photocopy of most recent school report (if applicable).

After lodging an Enrolment Application, parents will be invited to attend an enrolment interview. It is important that your child or children who are enrolling attend this interview.

# Enrolment Statement

Children applying for Prep must be born within the specific dates as set down by the Government.

| <b>Birth Date</b>                      | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> |
|--|-------------|-------------|-------------|-------------|
| Child born 1 July 2018 to 30 June 2019 | Prep        | Yr 1        | Yr 2        | Yr 3        |
| Child born 1 July 2019 to 30 June 2020 |             | Prep        | Yr 1        | Yr 2        |
| Child born 1 July 2020 to 30 June 2021 |             |             | Prep        | Yr 1        |
| Child born 1 July 2021 to 30 June 2022 |             |             |             | Prep        |

- Eligible children must turn 5 by 30 June in the year they start Prep.
- Interviews for Prep conducted by the Principal throughout the year starting in February.
- Offers for positions will be emailed out by late May. The Confirmation of Enrolment Form will be sent with a request for payment of \$200 to confirm acceptance of the offer of enrolment. Upon commencement, the fee will be credited to the first Statement of Fees and Levies issued.
- An orientation is conducted for the Prep pupils during Term 4 at which time they will be supplied with information.
- Other year level enrolments happen across the year as well as an intake at the beginning of each new school year. Please complete the Online Enrolment Application and follow the procedures as above.