

ENROLMENT POLICY AND PROCEDURES

A. POLICY

Criteria for Enrolment

*Children enrolling for **Prep Year** must turn 5 by 30 June in the year they will complete the Prep Year.

*Children enrolling for **Year One** must turn 6 by 30 June in the year they will complete Year One.

Priority of Enrolment is decided as follows:

1. **The child is a baptised Catholic**, with siblings at Our Lady of Fatima School whose family worships at our Parish Catholic Church
2. **The child is a baptised Catholic**, whose family worships at our Parish Catholic Church
3. **The child is NOT a baptised Catholic**, and does **NOT** have siblings at Our Lady of Fatima.

The Principal, in consultation with the Parish Priest, may exercise discretion regarding applications where pastoral considerations apply, and therefore may determine a child's eligibility beyond the stated criteria.

B. ENROLMENT PROCEDURES

Prep Year

1. Applications for enrolment in the **Prep Year** at Our Lady of Fatima can be made up to two years before the anticipated enrolment. Application forms are available from the school office.
2. Family interviews, along with the child, are held with a member of the administration team during the year prior to eligibility for attending. Parents are requested to send copies of both birth and baptismal certificates and immunization records.
3. Orientation days will be held for all new Prep children during Term 4.
4. An orientation day for New Parents is held during Term 4.

1 – 6 Years

1. Applications for enrolment are given out on request.
2. A family interview, along with the child, will be held with a member of the administration team.
3. Copies of birth and baptismal certificates should be provided together with copies of recent school reports or letters from previous school.
4. Confirmation of enrolment will be by letter/phone.