



Enrolment Procedures

Catholic schools and colleges are open and accessible to all families who support the Catholic identity and ethos of the school and colleges.

St Peter's Catholic Primary School will follow Catholic Education Office, Rockhampton (CEO), 'Enrolment Application Procedures, including students with significant educational adjustment' guidelines. These guidelines clearly outline procedures to be followed and consideration required when enrolling students into St Peter's school.

<http://www.rok.catholic.edu.au/wp-content/uploads/Enrolment-2012-01-V44.pdf>

Applications for Prep (after initial offers for a year have been made) to Year 6

These will be considered as received, based on the above information and the availability of a place in the year level sought. Prospectuses, including enrolment forms, will be readily available upon request and on the school's website.

Applications for Prep in a particular year

- Expressions of interest will be collected and collated prior to Prep enrolment process beginning each year.
- Mid Term 2 invitation letters will be sent to all who have expressed interest by providing their contact details for Prep in that particular year.
- This will generally involve:
- Early Term 3 orientation afternoon offered to interested families where general school information is outlined and the enrolment process explained.
- Enrolment forms made available to new and existing families
- Application fees paid on receipt of completed enrolment forms (not applicable to existing families)
- Interview time booked within the designated time frames
- All applications received within the designated time frames will be interviewed by a member of the Leadership Team who will follow a Prep interview sheet and record observations/comments/answers and make a recommendation.
- Applications considered and educational adjustment interviews organised that will include a member of the Learning Support Team and if required the Regional Coordinator (Inclusive Curriculum) or delegate.
- Offers made as per CEO enrolment policy considerations.
- Where a student fulfils one of the priority criteria for enrolment, but other concerns exist, the Principal (or delegate) should seek further information to support the enrolment. This should be an exhaustive process (allowing information to be provided up until December before commencement). Where evidence cannot be found to overcome concerns the enrolment application may be denied.
- Letters of offer will be sent on date pre-arranged by Rockhampton Catholic Primary School Principals.
- Students offered places must accept the offer within the prescribed period.
- Students who are not offered places will be placed on a "waiting list". The Principal will decide on the priority of applications on this list.
- Application received after this process has concluded will be referred back to the

'Applications for Prep (after initial offers for a year have been made) to Year 6' procedures.

Age Criteria

Child's Birthdate	Eligible for in	Eligible for Year 1 in
31 July 2011 – 30 June 2012	2017	2018
31 July 2012 - 30 June 2013	2018	2019
31 July 2013 – 30 June 2014	2019	2020
31 July 2014 – 30 June 2015	2021	2022
31 July 2015 – 30 June 2016	2022	2023