Enrolment Policy

Our mission, at St Agnes School, is to nurture and inspire our students with a quality education, based on Catholic beliefs and traditions, within a positive community. This mission determines our priorities for accepting enrolments.

Where vacancies exist, enrolment preference will be given to the children of:

1. Families who already belong to the school community.
2. Catholic families who belong to the parish community.
3. Other Catholic families.
4. Other families who value the Catholic ethos of our school.

Enrolment Policy - Guidelines and Implementation

1. Availability of a Vacancy
   1.1 The principal will determine the availability of a vacancy.

2. Enrolment Age
   2.1 A child is eligible to commence preparatory year provided he/she is five years of age by 30 June of the year enrolled in Prep.
   2.2 A child's birth certificate and baptismal certificate must be presented at the time of enrolment.

3. Enrolment Applications
   3.0 It may be necessary to use the date of application to assess applications of equal merit.
   3.1 The signing of a Confirmation of Enrolment form indicates the intention of parents to support school policies and policy guidelines.

4. Children with Special Needs
   4.1 Enrolment of children with special needs will be as per guidelines established by Brisbane Catholic Education. These will be outlined to parents at the first interview.

5. Application Fee
   5.1 An application fee of $100 is to be paid at the time of Enrolment Confirmation.

School Fees Policy

As a parish community, we share in the mission of providing a Catholic primary education to our students.

School fees and related charges provide the funding that is essential to the provision of a Catholic primary education. Enrolment is an acknowledgment of the legal and moral obligation to share in the burden of this funding in return for the educational opportunities provided by the school community.

Each person who enrols a child at our school should accept responsibility for the payment of all invoiced fees and other charges relating to the education of their child. Whilst the Principal has the discretion to vary or waive fees and charges in circumstances of special hardship, the payment of school fees is regarded as compulsory and will be enforced as a condition of enrolment.
**School Fees Concession Policy**
In a Catholic school, families in need should not endure unreasonable hardship because of school fees. Hence, fee concessions will be determined on the basis of a just and equitable formula.

Any reduction in fees must be considered in terms of the financial needs of the family concerned, their responsibility to full-fee paying parents and the efforts they make in paying their fees.

Acting on behalf of the whole school community, the Principal has the responsibility to determine a family’s ability to pay fees.

**Guidelines for Implementing the School Fees Concession Policy:**

1. Families in need should contact the Principal to advise him/her of their circumstances.

2. Families wishing to apply for fee concessions apply to the Principal who supplies the form “Application for Concessional Fees”.

3. The parents complete the form and supply the relevant documentary evidence.

4. Families seeking a concession are requested to attend an interview.

5. From information obtained through the interview and/or application form the Principal determines the fee to be paid.

**Library Fund**
This is a voluntary levy and as such attracts a tax deduction. All funds received are spent in providing resources within the library.

**Payment of Fees and Levies**
School fees and levies should be paid by arrangement with the finance secretary. The principal will give confidential and sympathetic consideration to families who seek a fees concession on the grounds of financial hardship.

Parents applying for concessions must arrange an appointment with the Principal at the beginning of each year.

We also have a Library Fund Contribution which is paid each year and is a tax deduction for the families who contribute. At present it is suggested that families contribute $100 per year per family.

**Fund Raising by the Parents and Friends Association**
School fees alone are insufficient for the adequate resourcing of our school. Therefore, parents are requested to make a commitment to the school by assisting with tuckshop, working bees, uniform shop, etc. The school relies upon the efforts of the Parents and Friends Association to raise the additional funds necessary to ensure that it operates efficiently and continues to offer a high standard of education. Parents are encouraged to do what they can to help the P & F achieve its fundraising goals. Commonwealth and State Funding to Catholic Schools is equivalent to approximately 80% of the cost of educating a child in a government school. We rely on school fees, levies and fundraising to make up the difference.