



ENROLMENT PROCESS

St Bernadette's Enrolment Process is based on the following:

- All Catholic children are entitled to a Catholic Education.
- No enrolment should be refused because of the inability of parents to pay fees. St Bernadette's does not exclude children of families who are experiencing financial difficulties. Families are encouraged to speak with the Principal in confidence.
- Catholic schools should make special provisions, where possible, for Catholic children who have special needs or who are disadvantaged in any way.
- All enrolments are dependent upon vacancies being available in the school in the particular year levels required.
- Entry into St Bernadette's is determined by family commitment to the ethos of a Catholic School.
- Enrolment at St Bernadette's commences from 4-Year-Old Kindergarten onwards.

Enrolment priority is accorded to applicants in the following order:

1. Catholic students from the Parish (with a Parish Priest Reference)
2. Catholic students from outside the Parish (with a Parish Priest Reference)
3. Siblings of non-Catholic students
4. Non-Catholic students from other Christian denominations
5. Other non-Catholic students

It is the responsibility of the parent/guardian to advise the Principal of any special educational needs the child may have.

Procedure for Application

Complete an Online Application for Admission Form located on the school website.

A \$50.00 non-refundable registration fee per child applies upon submission of the Application form. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.

Offer of Enrolment

A non-refundable Enrolment Deposit of \$230 is payable to confirm acceptance of a formal written offer for your child's place at St Bernadette's CPS. This fee must be paid within seven days following an offer of a place to confirm admission and will be deducted from the subsequent school fees. Should this not occur within the specified time, the offer of enrolment will expire. Siblings are not automatically enrolled in St Bernadette's and an enrolment application form must be received for each child, together with the prescribed charges.

Immunisation Requirements

Two requirements were introduced in 2019. The first requires schools to record the immunisation status of every new enrollee; the second prevents schools enrolling any students into Pre-Kindergarten or Kindergarten unless the student's immunisation status is up-to-date, or the student is exempt.

Immunisation status: This is the status for having been immunised against (or having acquired immunity by infection from) all or specified vaccine preventable notifiable infectious diseases, or not. Each student's immunisation status is as recorded on his or her current immunisation history statement.

From 1 January 2019, an immunisation history statement must be provided to the school by each new student's parent/guardian. The statement must be current - that is, no older than two months before being sighted by the school. The statement can be obtained from the Australian Immunisation Register. The Register staff will require the student's consent to release the statement if the student is over 14.

The enrolment register must record that the new student's immunisation status is either 'up-to-date' or 'not up-to-date'. If a statement is not provided, the immunisation status must be recorded as 'not up-to-date' [School Education Act, s.16(3)].

The requirement to record immunisation status does not apply to students who were already enrolled at the school on 1 January 2019. It will apply to them if they change schools.

From 22 July 2019, children seeking to enrol in Pre-Kindergarten must either be up to date with their immunisation or exempt. If not, the child cannot be enrolled [Public Health Act 2016, s.141D].

It is the Principal's responsibility to decide whether a child is exempt [Public Health Act, s.141D(2)(e)].

Notice of withdrawal

The principal must be given a full terms notice in writing prior to the withdrawal of a student from the school or the annual school fee (1 full term) will be charged in lieu of notice.