DISCLOSURE OF INFORMATION
At the time of enrolment parents/guardians are required to inform the Principal or relevant staff of any issues or conditions which may affect your child’s learning. Failing to disclose known conditions may result in a review of enrolment of your child. It is the aim of any review process to ensure that the school is able to cater for your child’s educational and individual needs.

DUTY OF CARE PROCEDURES BEFORE AND AFTER SCHOOL
A Teacher will be on duty from 8.25 am – 8.40 am prior to commencement of school and from 3.00 pm until 3.15 pm. at the end of the school day.

Children travelling on the bus in the afternoon will be supervised by the teacher on bus duty until they board the relevant bus.

Children waiting for their parents will wait in the area between the Daniel Walsh Centre and main Office block, seated and quiet until collected at the front gate by their parent or guardian. Children leaving the grounds must inform the teacher on gate duty, that their parents/guardians are present or that they are walking home.

Any child present after 3.15 pm. will wait in the school office while their parents are contacted.

ENROLMENT POLICY
Our Lady of Good Counsel School provides for the educational needs of the children of parish families and the wider community. The primary purpose of OLGC is to nurture and educate the whole child through and by the principles, traditions and teachings of the Church and within a Community of Faith.

In recognition of the importance of the relationship between the Catholic School and the Parish Community and with due reference to Archdiocesan policies and practices, the following criteria are adopted to establish priorities for accepting enrolments.

ENROLMENT PRIORITY CRITERIA:
The child is a baptised Catholic whose family can demonstrate involvement in the life, worship and service of the Gatton Parish with a preference for those who have siblings already enrolled.

The child is a baptised Catholic whose family can demonstrate involvement in the life, worship, and service of another parish and now seeks to participate actively in the life, worship and service of this parish.

The child is a baptised Catholic whose family resides in Gatton Catholic Parish and whose family is committed to and guided by the values of the gospel and the traditions of the Catholic Church.

The child is a baptised Catholic whose family can demonstrate involvement in the life, worship and service of a parish community other than Gatton Catholic Parish and has appropriate reasons for not enrolling the child in their own parish school.

The child, though not baptised as a Catholic, belongs to a family that can demonstrate some meaningful relationship with a Christian tradition and is committed to and guided by the values of the Gospel and accepting of the traditions of the Catholic Community.

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.
GENERAL REQUIREMENTS:
The child must have attained the age of five (5) years by the last day in June of the year of enrolment in Prep.
The child must have attained the age of six (6) years by the last day in June of the year of enrolment in Year One.

Preference for enrolment in Prep is given to siblings of children attending OLGC School.
Preference for enrolment in Year One is given to children attending OLGC Prep.

Parents are to familiarise themselves with the Priority Criteria and clearly indicate under which category they intend to apply for enrolment.
Children with special needs will be considered in accordance with Brisbane Catholic Education procedures.

All enrolment applications must be accompanied by:
- Documentary evidence of birth
- Documentary evidence of Baptism, and if applicable...
- Appropriate evidence to demonstrate commitment and/or involvement
- Copy of the latest School Report (if applicable)
- Copy of any court order verifying legal custody and/or access (if applicable)
- Documentary evidence of Immunisation
- Completed Media consent
- Specialist Reports

N.B: Enrolment applications will not be processed until all documentary requirements have been completed. Failure to complete these requirements may delay or affect the acceptance of the application.

CONDITIONS OF ENROLMENT:
1. Families accept the OLGC School Enrolment Policy.
2. The student participates in the school curriculum which includes the nine Key Learning Areas, as well as camps and excursions.
3. Parents are expected to continue their involvement in the life, worship and service of the Catholic Parish Community of Gatton, which includes OLGC School. Parents are expected to accept a sincere commitment to give their child every opportunity to experience the fullness of their Faith.
4. Parents are expected to support and encourage the living out of the Gospel values and the standards of behaviour that these imply.
5. Parents are expected to commit themselves to the payment of school fees and charges.
6. Fee concessions need to be negotiated with the Principal. An inability to pay school fees and other charges fully or in part because of family circumstances shall not be an obstacle to admission. Options shall be discussed upon an application for a fee concession.

ENROLMENT PROCEDURES:
1. An enrolment application can be made at any time by obtaining an Application for Enrolment Form from the school office Ph: (07) 5462 2675 or on our website at www.olgcgatton.qld.edu.au.
2. Interviews for Prep occur during third term of the year before the child commences. Interviews for other year levels occur as needed.
3. The Principal, in consultation with the Parish Priest, considers applications and decisions about enrolments will be communicated in writing.
4. Late applications or applications for enrolment to commence during the year are always considered with due regard to the eligibility priority criteria. However, offers of an enrolment for such applications are contingent upon the availability of places in particular year levels.