



**ST JOSEPH'S PRIMARY SCHOOL
PORT MACQUARIE**

ENROLMENT POLICY AND PROCEDURES

St Joseph's Primary School Port Macquarie

OUR VISION

"ONE IN CHRIST"

OUR MISSION

At St Joseph's Primary we will

- Give witness to Christian values.
- Respect the dignity and sacredness of each student.
- Work with the parents to build up within the child an awareness of the presence of God.
- Endeavour to discern and fully develop the potential of each student.
- Foster a love for learning.
- Create a happy, accepting and enriching environment.

Enrolment Policy **August 2021**

Rationale

A clear enrolment policy enables St Joseph's Primary School to be just and fair when enrolling students.

While nurturing children in the Catholic Faith and maintaining a Catholic ethos, St Joseph's Primary School remains open and welcoming to all who support its values and mission. The following considerations, however, may determine eligibility: availability of places, class composition and ability of the school to meet student needs.

Implementation

Enrolment of Kindergarten/Primary School Students

Children can start Kindergarten at the beginning of the school year if they turn 5 on or before 31 July that year. By law, all children must be in compulsory schooling by their 6th birthday.

Enrolment applications are collected through our Parish Administration Centre and forwarded to respective schools for review.

The Principal has a responsibility to ensure that the Catholic identity of the school is maintained and promoted so that parish schools can give priority in enrolment to students who are baptised Catholics. Schools may also enrol students from other faith traditions whose families demonstrate

that they share in the foundational values of the parish school. Principals will inform Parish Priests of accurate enrolment numbers of Catholics present in the school throughout the year.

Applications for enrolment will be considered in the following order:

- Catholic families of the Parish who are known and involved members of the Parish.
- Catholic families of the Parish who participate irregularly in the life and worship of the Parish.
- Other than Catholic Families committed to a Christian denomination who seek a Catholic education and who currently have or have had children within the school.
- Other than Catholic families who are open to the spiritual and religious possibilities offered by a Catholic school.
- The Parish has a commitment to children who have attended Parish preschools and will offer a placement to children in one of our Parish schools.

Consideration of Applicants

A team consisting of the Principal, Assistant Principals and St Agnes' Parish Education Team work collaboratively to discern and allocate placement.

Prior to offers of enrolment places, the Principal will give consideration to:

- Class size/places available;
- Class composition;
- The need to maintain the Catholic character/ethos of the school; and
- The discretion of the Principal.

Enrolment of Children with Additional Needs

Before a child with additional needs can be enrolled the following processes need to occur:

- Consideration of how the school can meet the student's needs.
- Clearly outline the educational curriculum/program offered in the mainstream setting of St Joseph's Primary School, Port Macquarie to meet the student's requirements.
- Parents will need to accept or decline the offer of enrolment in the best interest of their child's ongoing education.

Procedures

Enrolment applications for all year levels can be submitted at any time. When allocating Kindergarten places, *no advantage is given to early submission of applications submitted prior to the closing date*. Late applications may be disadvantaged. Whenever an application is received, the placement remains dependent upon meeting the requirements of this policy.

Term 2 of the Year prior to Placement for Kindergarten

Applications are accepted from the beginning of the year and prior to the concluding enrolment date. During Term 2 an interview with the Principal, Assistant Principal or Additional Needs Teacher is organised. At this interview, the following documentation (if not already provided) is essential:

- birth certificate;
- baptismal certificate if Catholic;
- immunization record;
- Visa or citizenship documentation where appropriate; and
- other documentation pertinent to the child's educational and physical needs at the school eg. specialist assessments.

If the enrolling family is in financial hardship, an Application for Fee Concession form should be collected at the interview, completed and submitted with required documentation within two weeks of interview.

A Permission Form to contact preschools is made available for parent/s to sign.

Term 2 and 3 of the Year prior to Placement

Letters are sent to parents, notifying them of an enrolment position.

A copy of Parish Fee Forms and Direct Debit Request Form are sent with the letter if they have not already been provided to Parish and the school. A link to the online form "Confirmation of Acceptance for Enrolment and Parent Authority and Consent" will be included in the letter and will need to be completed by the parents as confirmation of acceptance of enrolment.

Term 4 of the Year prior to Placement

Student orientation is held for all Kindergarten students where possible. Students and parents are invited to attend – students with their year level teachers and parents for information sessions.

Role Of Parents

1. Parents are expected to commit themselves to the regular payment of school fees and levies.
2. Parents are expected to accept a commitment to give their child/children every opportunity to experience their faith at home and to give their child every opportunity and encouragement to practise it.
3. Parents are expected to support and encourage the standards of behaviour, discipline, punctuality, dress, cleanliness, tidiness and other expectations of the school.
4. Parents must accept that all students will partake fully in every aspect of the school program.
5. Parents are expected to be supportive of the teaching staff and school administration. Open communication is actively promoted.
6. Parents are expected to help whenever possible and to support the school's activities and fundraising efforts.
7. Parents are encouraged to participate/be involved in all aspects of the life of the school.

8. Parents and carers are to sign a Digital Media Agreement on enrolment. Continuing enrolment of children is subject to fulfilling the terms of this agreement.
9. Enrolment may be reviewed if parents/carers fail to disclose and provide relevant information and documentation from Allied Health Services or other agencies that the school would need to meet the educational needs of their child.

Related Policies And Guidelines

- Additional Needs Policy
- CSO Enrolment - Policy Development in Parish Schools Standard Operating Procedure

Policy Review

This policy will be reviewed not less frequently than every five (5) years.

Policy Dates

<i>Reviewed:</i>	<i>August 2021</i>
<i>Ratified:</i>	<i>September 2021</i>
<i>Next Review:</i>	<i>August 2025</i>