



St Joseph's Primary School Condobolin

Enrolment – Local Policy and Procedures

Fostering an Educational Community of Care

OUR MISSION STATEMENT

TO PROVIDE EXCELLENCE IN EDUCATION

- *Through quality teaching and learning*
- *By providing a safe and creative learning environment*
- *By challenging students to strive for academic excellence*
- *By being a place where faith and values are enriched and shared within the Catholic tradition*
- *By creating a valued partnership with staff, parents, parish and the wider community*

Created: 2005
Reviewed: 2009

**ST JOSEPH'S PRIMARY SCHOOL
CONDOBOLIN**

ENROLMENT POLICY

The purpose of the enrolment policy is to ensure that all members of the school community, and those not directly involved with the school, know the procedures for the enrolment of children into St Joseph Primary School. The policy will also ensure that all children be given fair consideration for their application for enrolment.

Vision Statement

As a Catholic School, within the Parish community of the Wilcannia- Forbes Diocese, our keystone is the Gospel Values of Jesus who is our model. We are committed to the development of the whole person ensuring the integration of Faith, life and culture.

The following values of Jesus, as presented in the Gospels, inform our Vision and Mission Statement at St Joseph's School.

Love:

Developing a love for self, growing in personal commitment to God and true Christian relationships with others.

Peace:

Developing a peaceful people, where children experience ways of solving conflicts and value working cooperatively with others.

Community:

Affirming the presence and worth of each one as uniquely gifted by the Spirit, so that everyone is recognised as having something special to bring to the lives of others in the building of God's Kingdom.

Inclusiveness:

As all are created in God's image we are committed to including all people, without exception.

Joy:

Students will find enjoyment and happiness at St Joseph's and feel that their teachers and fellow students are genuinely interested in them, showing them that God is a kind, generous and loving Father.

Respect/Reverence/Dignity:

Commitment to fostering mutual respect between parents, pupils and staff.

Reflective Readings

- Enrolment Policy for Diocesan Schools

The Religious Education Program in the School

The Catholic School has been established to assist parents in the Faith Education of their children. This is carried out in the context of an education in all of the important areas of instruction necessary to prepare children for adult life.

1. When a parent applies to enrol a child at St Joseph's, they will be made aware of the aims of the school and their need to support these aims.
2. All parents to be briefed on the Religious Program carried out in the school. All parents, whether Catholic or non-Catholic, will be asked to give the Religious Education Program in the School their full support.

Age of Children

Educationalists increasingly believe that the enrolment of children at far too an early age may be detrimental to their education progress.

In keeping with Diocesan policy, St Joseph's will ensure that children be aged five (5) years by 30 April of the year of enrolment before being enrolled in Kindergarten.

Application Forms

Each applicant for enrolment will be asked to supply-

- a) a photocopy of their birth certificate
- b) a photocopy of their baptismal certificate
- c) an immunisation certificate

The return of the application form does not mean automatic enrolment. Notification will be sent to parents by the end of term 3.

Interviewing Parents

After the application form is completed the principal and parish priest will interview the parents/guardians – including those who may already have children enrolled at the school. This is an opportunity for the principal to explain in some detail the vision and mission of the school and the expectations of parents with respect to supporting their child's spiritual and faith formation, general education and the school through the payment of school fees and support of fund raising activities. It is also an opportunity for parents to express their expectations of the school.

Enrolment of children with disabilities

The term disabilities refer to those children with a physical, sensory, intellectual or emotional disability. When considering an application for enrolment, the principal shall take the following steps:

1. Interview the parents about the nature of the disability and obtain relevant written medical records. A copy of both the school's Enrolment Policy and the Enrolment and Support Group Guidelines (E. & S.G.) must be given to the parents/guardians. To ensure that the enrolment is in the best interests of the student, parents/guardians will be made aware that a request to enrol a student with a disability cannot be dealt with instantly.
2. Consult with the Parish Priest, and the school staff about the consequences of such an enrolment. Consideration should be given to the following –
 - a) will the enrolment of this child have a detrimental effect on his/her education or the education of other children in the school.
 - b) are the staff, particularly those teachers who will be directly involved with the child, willing to positively accept the challenges in such.
 - c) can the school provide a comprehensive learning program for the child, and the necessary educational and capital resources (ie. ramps, special toilet facilities) to meet the needs of the child.
3. At the conclusion of the initial meeting, the principal will make a further appointment to interview the parents/guardians and, if appropriate, the student. At this interview the principal will explain the purpose and structure of the E. & S.G. and the procedures to be followed.
4. At this point the parents/guardians may choose not to proceed with the enrolment. If the application is to proceed the parish priest/school committee/staff will be advised as well as the Diocesan Office.
5. The principal has the responsibility of deciding the outcome of the application for enrolment after a careful consideration of the recommendation(s) from the E. & S.G. If the decision is, that the child is enrolled, then the principal will write to the Diocesan Office outlining the steps taken in making this decision and indicating the extent of community financial support. Relevant medical documents will need to be attached to this letter.
6. The principal also has the responsibility to apply for Integration Grant from the Department of Education when applications are Called for. The receipt of these grants, which have to be applied for annually, cannot be assumed. Small Integration grants are also available on application from the Diocesan Office.

Right of Refusal

The School reserves the right to refuse to enrol a student who has special educational or other needs, if the accommodation of these needs would impose an unjustifiable hardship on the school.

The school may review any student's enrolment from time to time and may cancel the enrolment if the School, in its absolute discretion, considers that it can no longer appropriately meet the student's educational or other needs.

Applications for Enrolments during the Year

When applications occur, the principal (and parish priest consulted) should interview the parents/guardians of the children to ascertain the reason. The principal with the parents' permission will also contact the principal of the children's previous school to develop a greater understanding of the child.

Fees

While Catholic Schools receive substantial Government Grants, further funds have to be obtained to ensure that a viable education for children is provided. At the point of application for enrolment, parents are made aware of their obligation to pay school fees. The following will be included in the school's enrolment form.

"In applying for enrolment of my child at this school I undertake to pay all of the school fees charged by the school. If through personal financial difficulties I am unable to pay tuition fees and other fees charged by the school, I will undertake to make special arrangements with the Parish Priest/School Principal to ensure that a regular contribution towards school fees is made by me at a level I can afford."

Parents of a student may choose to offer to make further additional payments for special programs or services, which are designed to meet the special needs of the student. In these cases the principal will maintain a record of any agreement for additional payments.

Process for Enrolling Children

The following process will be adhered to at St Joseph's when enrolling children –

1. Advertisements for new enrolments will be placed in the local newspaper, school newsletter and parish bulletin every July and August. An information session about the school may also be held during August.
2. Enrolment forms will be made available from the school office.
2. Parents complete and sign the Application for Enrolment.
3. The principal (and parish priest, if required) interview the parents.
4. The agreement of the parish priest will be required before the enrolment of a non-catholic child.
5. Notification of enrolment will usually be sent to parents by the end of Term 3.
6. At least 75% of children enrolled in the school are to be Catholic. This may vary with the endorsement of the Parish Priest.
7. In Term 4, the children enrolled in Kindergarten will attend an orientation program.