



CATHOLIC EDUCATION OFFICE WILCANNIA FORBES DIOCESE

Faith, Learning and Transformation in Jesus Christ

ENROLMENT POLICY

1. Mission and Values

Each Catholic School in the Wilcannia Forbes Diocese is inspired by an intimate relationship with God and is founded on a Christian view of the human person. Animated by a Spirit of communion and community and imbued with a Catholic world view through the curriculum, each school is sustained by witness to the Gospel of Jesus Christ.

2. Purpose

To set out principles for parent/carers seeking enrolment of their child in a Catholic system school of the Diocese of Wilcannia-Forbes.

3. Expectations

Parents/carers enrolling their child will support;

- their child's spiritual formation and education in faith,
- their child's general education,
- the school as part of a parish community,
- the school's policies and
- the school financially through school fees and other costs.

4. Definitions

Baptised Catholic children

Children who have received the Sacrament of Baptism.

5. Guidelines

Our Catholic schools contribute to the mission of the Diocese of Wilcannia Forbes by educating and forming students in Catholic discipleship.

Our Catholic schools aim to support parents in their role of educating their children in the faith.

Our Catholic schools aim to complement parents/carers in their child's acquisition of knowledge and skills to function as effective citizens in a global environment.

Children are generally aged five by the 30 April of the year of enrolment before being enrolled in Kindergarten.

At least 75% of the children enrolled should be baptised Catholics. Variations to this can be made in each parish by the parish priest and principal.

Children from practising Catholic families will be given first priority.

6. Procedures

Parents/carers' who apply for enrolment of their children are normally interviewed by the principal in conjunction with the parish priest. The Enrolment Form and a summary of procedures are available at the school. Submitting an application for enrolment form does not guarantee enrolment.

Parents/carers are notified by the school of the result of the application for their child.

If successful in the enrolment application, parents/carers agree to;

- support all school policies in relation to the program of studies, sport, pastoral care, school uniform, discipline and the general operation of the school,
- support their child's participation in the religious life of the school,
- disclose any diagnosis or information about the child that may impact on their learning or the school
- honour the financial commitments required by the school as per the schedule of fees and charges and
- provide the child's original or certified copies
 - Birth certificate
 - Sacramental Certificates
 - Immunisation History Statement *

** if an Immunisation History Statement is not supplied the child will be classified as un-immunised and may be excluded from school if there is an outbreak of a vaccine-preventable disease in the school. (for further information please see <http://www.health.nsw.gov.au/PublicHealth/Immunisation/programs/acir.asp>)*

if applicable

- Passport, visa, citizenship documentation
- Family Court Order (most up to date version)
- Relevant medical and/or special needs information
- Allied health reports (e.g. speech, hearing, cognitive, occupational therapy)

Enrolment of Children with Special Needs

The decision to enrol a student with a disability will depend on an appraisal (involving school and Catholic Education Office personnel and parents/carers) of a number of factors, including the student's support needs in areas such as curriculum, mobility, social skills, personal care and communication. The Appraisal process may include other input or documentation from medical practitioners, allied health professionals, other education professionals and advice of experts in the field of the particular disability.

Following the assessment of the circumstances relating to a student's situation, a school may identify that it does not have the capacity to provide the level of support services required.

7. Legislative Framework

The Education Reform Act 1990

The Public Health (Amendment) Act 1992

Disability Discrimination Act 1992

Disability Standards for Education 2005

8. Related Policies and Procedures

Attendance

Guidelines for the Enrolment of Students with Special Needs

Student Behaviour Management

Suspension and Expulsion of Students

9. Policy Administration

This policy has been ratified by the Executive Director of Schools and will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

It is the responsibility of anyone accessing this document to ensure that the current version is downloaded from the CEO website.

Date of Implementation	February 2012
Date of Last Review	March 2012
Date for Next Review	February 2013
Director of Schools	Vincent Connor