



# ST JOSEPH'S PRIMARY SCHOOL LAURIETON DIOCESE OF LISMORE

## Enrolment Policy

<b>Policy Number:</b>	E 1.3
<b>Status:</b>	Ratified
<b>Date Issued:</b>	May 2022
<b>Evaluation and Review:</b>	May 2024
<b>Policy Contact Officer:</b>	School Principal – Rick Galvin
<b>Related Documentation:</b>	<p>Enrolment Form</p> <p>Information and Communication Technology Acceptable Use Agreement</p> <p>Agreement and Declaration</p> <p>Standard Collection Notice</p>

## **Rationale:**

*"The Catholic School is the principle educational arm of Catholic families, parishes and the wider church...It is there to assist parents and parishes in their educational, evangelical and catechetical mission as well as to help the wider community in its educational and civic service." (Catholic School at a Crossroads Letter of the Bishops of NSW and the ACT, 2007)*

Parish schools were established as places of educational excellence and places that transmit the faith, in the mission entrusted to the Church by our Lord Jesus Christ. They form part of a tradition of Catholic education provided by religious and lay teachers in the Diocese of Lismore for 150 years. They also fulfil parents' rights to choose the schooling for their children which reflects their own faith, values, beliefs and hopes.

Catholic schools have a particular responsibility to provide a Catholic religious education to children baptised in the Catholic faith and to support parents in honouring the commitments that they made on behalf of their children at baptism.

The Catholic school is also "open to all who want to share its educational and faith goals inspired by Christian principles" (Congregatio de Institutione Catholica 2009) Most importantly, there is a special place in parish schools for those with the greatest need, especially in areas of lesser educational options or lower socio-economic circumstances, and efforts should be made to encourage such enrolments, within the vision of the Bishop of Lismore for the poor.

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.

## **Aims**

Education in the Diocese of Lismore commits to the following aims:

- Supporting the living and transmission of the Catholic faith at all levels of the parish school life with enthusiasm and a sense of vocation.
- Nurturing each individual student's growth in faith and their unique potential and gifts. This occurs to enable a 'fullness of life' through Jesus Christ and his teaching (John 10:10)
- Offering excellence in educational opportunities founded on the mission of Jesus Christ articulated in *Catholic Education in the Diocese of Lismore: Foundational Values for Catholic Identity and Mission*.
- Fostering strong parent partnerships and engagement.
- Creating Christ centred and pastorally caring communities who respect and nurture each other and the wider society, according to the teaching of Jesus.

Parish schools value 'who we are and what we do': parents are invited to enrol in the parish school in full knowledge of the expectations around the Catholic Faith and the teachings, beliefs and practices of the Catholic Church. In essence, the parish remains at the 'centre' of parish schools.

## **IMPLEMENTATION**

### **Enrolment of Kinder/Primary School Students**

A child must be enrolled in Kindergarten in the year they turn six. Enrolments are accepted for Kindergarten students turning five before March 31. Consideration will be given to younger children, if they are developmentally ready for Kindergarten, who turn 5 before 31 July. Older students will be enrolled in their appropriate year level.

#### **Applications for enrolment will be considered in the following order:**

- Catholic children (Baptised) of the Parish.
- Children who have siblings enrolled in the school.
- Christian children of other denominations whose families value the religious aspect of education.
- Children of families who value the religious aspect of education and are open to the spiritual and religious possibilities offered by a Catholic school.

### **Consideration of Applicants**

Enrolment of a child into St. Joseph's school cannot be guaranteed. A fair and transparent process to determine the priority of enrolment will be implemented. Once enrolled, students of all faiths and beliefs should know that they are cared for and accepted at St. Joseph's Primary School.

A team consisting of the Principal, Assistant Principal and Inclusion Officers 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 ability of the school to meet the child's needs
- the need to maintain the Catholic ethos of the school

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

- investigate the needs of the child and;
- determine the suitability of the resources of the school to meet the child's educational needs.

It is important to realise that if the needs of the child and the resources of the school are not compatible, neither the individual child nor the school would benefit from such an enrolment. This will be determined by the Principal in consultation with the Catholic Schools Inclusion Officer and/or Schools Service Consultant.

## PROCEDURE

Enrolment applications for all year levels can be submitted online at any time. When allocating Kindergarten places, no advantage is given to the early submission of applications. Whenever an application is received, the placement remains dependent upon the enrolment meeting and the requirements of this policy.

### Kindergarten Enrolments

Applications for enrolment in the Kindergarten class at St Joseph's Primary School Laurieton are available online from the school [website](#) during the early part of Term 2. An interview process will be arranged towards the end of Term 2. The closing date for applications is generally held until the end of Term 2. Late enrolments are accepted if there are places available.

Parents are informed of the interview process conducted by the Principal during Term 2. At this interview, the following original documentation is to be sighted and is essential at the interview:

- birth certificate
- baptismal certificate – if applicable
- immunisation record
- other documentation pertinent to the child's educational and physical needs at the school e.g. Specialist assessments and pre-school reports

After the completion of these interviews, the Enrolment Committee meets to consider all the applications and determine the placement of children into the Kindergarten class for the following year. This Committee makes its decisions according to the specific enrolment guidelines and all school policies in place.

Parents are notified by letter as to whether their applications for enrolment have either been *Accepted*, *Conditional* or *Not Accepted*. This letter will offer Accepted and Conditional applicants the opportunity to attend:

- 'Joey's Juniors' Orientation program (usually five visits for the children during October and November).
- Kindergarten Information meeting for parents at the conclusion of the orientation program.

These informative days enable children and parents to become more familiar with the school environment and give them insights into school readiness and school routines.

### Enrolment Classifications

**Accepted:** The child has been accepted for enrolment into the school. All requirements have been met and all documentation has been sighted.

**Conditional:** The child has been conditionally enrolled in the school. Not all requirements have been met and/or further decisions specific to the enrolment guidelines require consultation. Some further documentation may be required by the school.

**Not Accepted:** The child has not been accepted for enrolment into the school. The decision was determined by the Principal and/or in consultation with the Catholic Schools Inclusion Officer and/or Schools Service Consultant.

### Role of Parents

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 practice it.

Parents are expected to support and encourage the standards of behaviour, discipline, punctuality, dress, cleanliness, tidiness and other expectations of the school.

Parents must accept that all students will partake fully in every aspect of the school program. Student participation in Catholic Life will be agreed to respect and support the Catholic identity of the school, and its role in the parish, and acknowledge the importance of Religious Education including masses, liturgies, Religious Education lessons, prayer and retreats.

Parents are expected to be supportive of the teaching staff and the school administration. Open communication is actively promoted.

Parents, and their children, will sign and abide by the school's Information and Communication Technology Acceptable Use Agreement.

Parents are expected to help whenever possible and to support the school's activities and fundraising efforts.

Parents are encouraged to participate in all aspects of the life of the school.

Parents are expected to commit themselves to the regular payment of school fees and levies. Upon hardship, the school must be informed of any financial circumstances that may have changed for any fee concessions to apply.

Parent/s' acceptance of their child's enrolment implies that:

- A) permission is given for your child to go on walking excursions within a reasonable distance from the school and other excursions which are part of the school's course of study.
- B) permission is given for the child to be sent to a doctor should the occasion arise and the parent or emergency contact cannot be contacted.
- C) the parent agrees to inform the Principal if their child is infected with any infectious disease.
- D) The parent agrees their child will participate fully in the curriculum/programs of the school, including Religious Education.
- E) The parent agrees that their child will not be on the school premises, before 8.30 a.m. or after 3.15 p.m., except in extenuating circumstances, as there is no supervision outside these hours. The school will not be held responsible for the safety of children who are on the school premises outside these times.

Related Documents:

[FormEnrolment](#)

[Information and Communication Technology Acceptable Use Agreement](#)

[Agreement and Declaration](#)

[Standard Collection Notice](#)