

# St Joseph's Primary School, Woodburn

## Enrolment Policy



**ST JOSEPH'S**  
PRIMARY SCHOOL **WOODBURN**

*'To grow in truth and love'*

## **RATIONALE:**

St Joseph's Primary School exists as part of the evangelising mission of St Joseph's Catholic Parish, Coraki, within the Diocese of Lismore, New South Wales. In a spirit of total commitment to the person and gospel of Jesus Christ, St Joseph's Primary School seeks to provide excellence in education for the whole person, providing a synthesis between culture and faith. Enrolling a student in the school involves a commitment to joining a faith community which is inextricably linked to the mission of the parish community.

St Joseph's Primary School recognises the irreplaceable educational role of parents and, as such, works in partnership with them in providing quality Catholic education of children from Kindergarten to Year Six.

When seeking enrolment of your child in St Joseph's Primary School you commit to a partnership with the Parish Priest, School staff and the school and parish communities so that together we can achieve our school's Vision.

Enrolment in a Catholic Primary School is regarded as an integral part of the faith development of young Catholics and their families.

An acknowledgment that all students will participate in the Catholic Religious Education Program and an acknowledged willingness to commit to this mission and the ethos of a Catholic primary School are essential when seeking enrolment.

The school will make every reasonable effort to accommodate the particular learning and access needs of every child.

### **Enrolment**

All children must be turning five years of age by 31<sup>st</sup> July in their first year of school.

As with all Kindergarten enrolments, individual circumstances will need to be taken into account at the time of the enrolment process.

It is presumed at the time of enrolment, that all Kindergarten students will progress to Year One the following year.

Enrolment into a year other than Kindergarten may be subject to availability depending on class sizes.

### **Eligibility**

1. Priority is given to

- (a) Catholic families with a commitment to the faith life, worship and service of the parish;
- (b) Other Catholic families of the parish;
- (c) Catholic families from other parishes.

If enrolment space still exists after these criteria have been used then:

2. Enrolments of children of other faiths and denominations will apply:

(a) Consideration is given to

- (i) those who already have siblings in the school
- (ii) those who can show a commitment to Gospel values

(b) Children of other faiths and beliefs will be expected to participate in the school's Religious Education programme and all that it encompasses.

Ultimately, all enrolments are at the discretion of the Principal, in consultation with the Parish Priest.

### **Enrolment Documentation**

For enrolment to be completed, the following must accompany the Enrolment Form:

- Copy of Birth Certificate
- Baptismal Certificate
- Immunisation Details
- A copy of latest School Report Card if the child has already attended School
- A copy of any Court Order verifying legal custody and/or access (if applicable)

If applicable, Parents/Caregivers are to provide copies of reports such as Early Intervention, paediatrician, speech, OT. Principal and school staff may contact the preschool or agency.

Years 1-6: Parents/Caregivers are to provide copies of school reports, additional reports eg speech, OT, etc. Principal and school staff may contact the previous school.

### **Enrolment of Students with Special Learning Needs:**

Enrolment of students with Special Learning needs will be made in consideration with:

- the criteria outlined in the Lismore Diocese Catholic Schools Office Enrolment Guidelines and Support with Disabilities.
- the existing services and resources available to the school to support students.

### **Conditions of Enrolment:**

1. Parents are expected to give their children every opportunity to experience their faith in the home and provide encouragement to practice it.
2. Parents are expected to support and encourage the standards of behaviour, discipline, dress, cleanliness, tidiness and other expectations of the school.
3. Parents must accept that all students partake fully in the school programme.
4. Parents are expected to be supportive of the teachers and school administration.
5. Parents are expected to be involved in school activities.

### **School Fees**

The level of School Fees is set by the school to ensure the proper running of the school. You will be informed of this amount during your interview.

School Fee accounts will be sent early in the first three terms of the school year (unless alternative arrangements have been made), and prompt payment is essential.

In cases of genuine hardship, alternative arrangements may be made after consultation with the Principal.

## ENROLMENT PROCEDURE

All applications for enrolment at St Joseph's Primary School are to made using the Application for Enrolment form available from the School Office. **This is an application only and its submission does not constitute automatic enrolment in the School (see below).**

All applications for enrolment are made directly to the Principal.

Following receipt of the Application for Enrolment form by the School, a formal interview involving the Principal (or nominated representative), the prospective student and his/her family is arranged.

Confirmation of enrolment is subject to:

- A successful interview with the Principal.
- The preparedness of Parents/Caregivers to accept responsibility for the payment of fees as determined by the Parish. Any need for a fee reduction or other special arrangements is at the discretion of the Parish Priest in consultation with the Principal.
- The availability of a place according to the eligibility criteria listed above.

Successful applications will be confirmed in writing in the year prior to the year of the student's enrolment. All students who have been enrolled for Kindergarten for the succeeding year are invited to attend Transition Classes- 'Junior Joeys'.

Parents also attend a special meeting as part of the Orientation process.

Students with special needs may attend additional days prior to the Transition Classes or following as arranged by the Additional Needs Teacher.

## RELATED LEGISLATION

Privacy and Personal Information Protection Act 1998 (NSW)

Commonwealth Privacy Act 2001

Disability Discrimination Act 1992

Disability Standards for Education Act 2005

Mental Health Act 1990

Policy Dates			
<b>Formulated</b>	March 2017	<b>Adopted</b>	March 2017
<b>Implemented</b>	2017	<b>Reviewed</b>	
<b>Next Review Due</b>	2020		
Policy Authorisation			
<b>Principal</b>	Jeanette Wilkins	<b>Signature</b>	

