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ENROLMENT POLICY

St. Agnes' Primary School



RATIONALE:

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

While nurturing children in the Catholic Faith and maintaining a Catholic ethos, St. Agnes' 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 Kinder/Primary School Students

- (A) To qualify for enrolment, ideally a student should turn five years of age (for Kinder), before 31 March during the year of enrolment. We will consider applications with a birth date up until the 31 July.
- (B) Applications for enrolment will be considered in the following order:
1. Catholic children (Baptised)
 2. Children who have siblings enrolled in the school
 3. Christian children of other denominations whose families value the religious aspect of education, but are not actively involved in their Parish.
 4. Children of Non-Christian faiths, whose families value the religious aspect of education.

Consideration of Applicants

A team consisting of the Principal, Assistant Principals and the Parish Education Officer 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 character/ethos of the school.
- The discretion of the Principal

Enrolment of Children with Special Needs

Before a child with special 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 fit the child's requirements.

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. (*See Enrolment Policy of Children with Special Needs*)

PROCEDURE:

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

Students seeking out-of-area enrolments must provide documentation, with their enrolment form, of the reasons for their request. This will be considered by the Principal and Assistant Principals.

Kindergarten Enrolments

Applications for enrolment in the Kindergarten classes of the St. Agnes' Parish Primary Schools are available from the Parish Administration centre, Preschools and Primary Schools during the early part of Term 2. The closing date for these applications is generally 31 May.

Towards the end of Term 2, parents are informed of the interview process conducted by the Principals or Assistant Principals in each of the schools during the first few weeks of Term 3. At this interview, the following documentation (if not already provided) is essential

- birth certificate (original)
- baptismal certificate
- immunization history statement
- other documentation pertinent to the child's educational and physical needs at the school eg. Specialist assessments, medical reports and pre-school reports. (Permission Form to contact Preschool is made available for parent/s to sign).

After the completion of these interviews, the Parish Enrolments Committee meets to consider all the applications and determine the placement of children into Kindergarten classes for the following year. This Committee makes its decisions according to the specific enrolment guidelines and policies of the Parish Education Council.

Towards the end of Term 3, parents are notified by letter as to whether their applications have been successful or not. This letter will offer the successful applicants the opportunity to attend:

- School Time Sessions
- Transition to School Sessions
- Kindergarten Orientation days
- Kindergarten Information night for parents

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

Role of Parents

- Parents are expected to commit themselves to the regular payment of school fees and levies.
- 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 of every aspect of the school program.
- Parents are expected to be supportive of the teaching staff and the school administration. Open communication is actively promoted.
- Parents are expected to help whenever possible and to support the school's activities and fund raising efforts.
- Parents are encouraged to participate/be involved in all aspects of the life of the school.

Financial Hardship

If the enrolling family is in financial hardship, an Application for Fee Assistance should be completed and submitted with required documentation.

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