The implementation of the Enrolment Policy reflects the school’s commitment to the Diocesan Vision and the School’s Vision and Mission Statements.

Saint Joseph’s follows the Enrolment Policy for Diocesan Systemic Schools and the Diocesan Enrolment Procedures.

Policy Statement

All parents give a firm commitment that they accept and support the life, nature and identity of the Catholic school, including the participation of their children in religious education programmes. No enrolment is denied simply because of an inability, as against an unwillingness of the parents/carers to pay.

N.S.W. Legislation allows for the enrolment of children into Kindergarten who turn five before 1 August. Parents of children who turn five after 30 May are advised by the principal of the possible implication for their child. Students are to start school by the age of 6.

The closing date for enrolment in a class for the following year is advertised through the Parish newsletter, feeder schools and public notices.

Enrolments after closing date are accepted depending on suitability, the criteria in (i) or (ii), and vacancy in the year group.

Priority Enrolments

Date of application is used to determine a priority order within a category. If the number of applications exceeds the number of vacancies then the age of the student becomes applicable. Older children are accepted first.

Priority for enrolment at Saint Joseph’s adheres to the following priorities:

1. Catholic siblings within the Parish.
2. Catholics within the Parish.
3. Catholics outside the Parish.
4. Non-Catholic siblings in agreement with Catholic ethos.
5. Non-Catholic students in agreement with Catholic ethos within the Parish.
6. Non-Catholic students in agreement with Catholic ethos outside the Parish.

Parent Responsibilities

All parents applying to enrol their children in a Catholic Diocesan school complete the official Application for Enrolment form, sign it and return it by the due date. Parents are prepared to abide by the provisions of that form, especially with regard to the support they give the school in the Catholic education of their children.
The enrolment process usually includes an interview between the prospective student, parent/carer and principal to ascertain readiness and suitability of the student for the school.

The enrolment period for Kindergarten commences Week 6 of Term 2 and continues until the end of Term 2. Applications are accepted outside this period with each application given consideration if places are available. In the event that no places are available an offer of placement on a waiting list is made.

**Enrolment Procedures**

**Pre-Enrolment/Process**

Pre-enrolment may be made at any time. An enrolment application and prospectus is available from the school office and will be supplied on request. Once completed the form and copies of the requested documents need to be returned to the school. The school will request an interview with the parents/guardians/student. At interview all required documentation must be available to be checked.

**Enrolment timeline**

1. Information evening for Kinder parents of the coming year is advertised and held at the end of June
2. Opening of enrolment period is advertised
3. Publish closing date for Kinder enrolments
4. All sections of the enrolment form are to be completed and returned to the school office prior to the closing date for enrolments
5. Once the closing date has passed the school will arrange an interview with the parent and student
6. All documents, where possible, must be provided and reviewed prior to interview (Visa documents must be sighted at interview and certified by the principal). Birth Certificate must be provided, a copy needs to be attached to the enrolment application along with a copy of the child’s Immunisation Certificate.
7. The secretary prepares student application files for the principal at time of interview.
8. Principals are required to contact the appropriate personnel in McAlroy House, if an application falls into the following categories:
   - Enrolment of students with special needs/learning difficulties
   - Enrolment of non-Australian citizens
   - Enrolment of temporary residents
   - Enrolments of students on student visas
   - Enrolment of exchange students
   - Enrolment of students on visitors visas
   - Enrolment of ESL-New Arrivals
   - Enrolment of LBOTE students
   - Enrolment of Indigenous students
   - Part-time enrolment
9. Principals are required to complete the final page of each application form
Enrolment Interview Process

Enrolment forms must be completed prior to interview. Copies of all necessary documentation need to be presented at interview.

Information on the enrolment form assists the school determine student eligibility for support or funding for some students such as international students and students with learning needs. The decision on where to enrol a student and the level of support is dependant on a number of factors which include educational needs, the capacity of the system to provide the required level of services and the funding available.

At interview the principal needs to:

1. Access the Student application file – application form, required documentation, other relevant information
2. Verify all documentation as true at time of interview
3. Sight visas. Copies should be signed to authenticate the document. Check with CSO.
4. Ascertainment or other follow-up interviews may need to be arranged as necessary
5. Principals may need to inform applicants of extended enrolment processes should there be a need to obtain information about student learning and development of any details regarding enrolment

Enrolment

After interview and enrolment process have been finalized those families of students who have been accepted will be notified by the school.

Enrolments after closing date

Enrolments for Kindergarten will be accepted after the closing date. These applications do not however take priority over applications received by the closing date. Positions available will be processed using the enrolment procedure. If no vacancy exists students will be placed on a waiting list.

Refusal of Admission

The Principal may, after consultation with the Parish Priest and appropriate authorities, refuse an application for enrolment. A probationary enrolment is not available.

The principal has the ultimate decision when accepting an enrolment. The decision may be made in consultation with the Parish Priest and staff at the Catholic Schools Office.

Adapted from the Diocesan Enrolment Policy 2009

Reviewed 2013

To be reviewed 2015