



## **ENROLMENT POLICY & PROCEDURES**

The CEDWW has established an Enrolment Policy which is implemented by all systemic schools in the Diocese. The implementation of this policy is monitored by the CEDWW.

All parents applying to enrol their children at St Joseph's Catholic Primary School must complete the official Application for Enrolment form and return it by the due date (if applicable). The closing date for enrolment in a class for the following year is advertised through the Parish newsletter, public notices and the school website.

Parents must be prepared to abide by the provisions of the form, and 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 and to the support they give the school in the Catholic education of their children.

The enrolment process includes an interview between the prospective student, parent/carer and the Principal to ascertain readiness and suitability of the student for the school. It is St Joseph's Catholic Primary School policy to allow for the enrolment of children into Kindergarten who turn 5 years old before 1st March in the year they wish to begin Kindergarten. Students are to start school by the age of 6 years old. The following priorities will then be considered:

1. Sibling of existing students, provided they meet readiness and age requirements.
2. Catholics within the Parish (St Joseph's Primary School residential zone).
2. Catholics outside the Parish - An application should also be made at the parish school you are residentially zoned to.
3. Students of other faiths in agreement with a Catholic ethos within the Parish.
4. Students of other faiths in agreement with a Catholic ethos outside the Parish.

Enrolments after closing date are accepted depending on suitability and vacancy in the year group.

## **PRE-ENROLMENT PROCESS**

Applications K-6 throughout the calendar year.

- Pre-enrolment may be made at any time for students wishing to commence throughout the school year.
- An Enrolment Application and Information handbook are available on the school website or from the school office.
- Once completed, the Enrolment Application needs to be returned to the school office, along with supporting documentation. At this time the office staff will check the enrolment form and identify any additional documentation needed to complete the application. An interview with the Principal will be coordinated for the parents/carers and prospective students.
- A file is created with all documentation in time for the interview.



## **SECTION 3: STUDENT PROFILE**

Kinder Applications for the following calendar year.

- The enrolment period for Kindergarten is generally the month of March or as decided by the Catholic Education Diocese of Wagga Wagga. The opening and closing dates are advertised locally through the Parish Bulletin, facebook and the school website.
- Application forms and enrolment packs are available from the school office or website.
- All sections of the enrolment form should be completed and returned to the school prior to the closing date for enrolments.
- Upon return of the completed forms, school office staff will check the enrolment form and identify any additional documentation required and then coordinate an interview with the parent, student and the Principal.
- All documents, must be provided and reviewed prior to the interview
- Visa documents must be sighted and certified by the St Joseph's Catholic Primary School Staff.
- Birth Certificate must be provided and a copy needs to be attached to the enrolment application.
- Baptismal Certificates must be provided and copies taken by the office staff and attached to the enrolment form where applicable.

Special consideration is to be given if an application falls into the following categories. The Principals are required to contact the appropriate personnel at the office of Catholic Education Wagga Wagga:

1. enrolment of students with special needs/learning difficulties
2. enrolment of non-Australian citizens
3. enrolment of temporary residents
4. enrolment of students on student visas
5. enrolment of exchange students
6. enrolment of students on visitors visas
7. enrolment of ESL – New Arrivals
8. enrolment of LBOTE students
9. enrolment of Indigenous students
10. part-time enrolment

All communication with applicants and Catholic Education Dioceses of Wagga Wagga staff in regard to the applicant's enrolment must be filed in the appropriate student files.



## **CONDITIONS OF ENROLMENT**

If any misleading information has been provided on application for enrolment, or any omission of significant, relevant information made, acceptance of enrolment will not be granted. If discovered after acceptance the enrolment may be withdrawn.

On enrolment, parents/carers agree to pay all school fees, levies and charges incurred while their child is enrolled (including any expenses incurred by the school as a result of late or non-payment).

No student will be refused enrolment because of an inability, as distinct from an unwillingness, of a parent/guardian to meet their school fee commitments. Parents should contact the Principal to discuss particular circumstances.

As a condition of continuing enrolment, parents agree to accept and support the discipline and attendance policy of the school. Breach of these policies, may lead to an enrolment being cancelled.

## **SPECIAL EDUCATION REQUIREMENTS and ASCERTAINMENT PROCESS**

Where an application indicates that a student has a special educational need, the Principal will refer it to the Inclusion Diverse Leader teacher at the school.

The IDL teacher will, with the Principal, assess whether or not the school (supported by the CEDWW) can provide the facilities, resources and suitably trained personnel to support the educational needs of the applicant.

The Principal and IDL teacher will then meet with the applicant's parents/caregivers to discuss the prospective enrolment prior to the application being considered (Ascertainment meeting).

**Reviewed 2021**