

ENROLMENT POLICY



St Mary's Primary School Grafton

Status: Ratified

Date Issued: September 2019

SOP Contact: Principal

Related Documentation:

[Violence in Schools – Resource and Support Package](#)
[Enrolment - Policy Development in Parish Schools](#)
[Enrolment policy for Overseas Students](#)

RATIONALE:

St Mary's Primary School exists as part of the evangelising mission of St Mary's Parish, Grafton, within the Diocese of Lismore, New South Wales. In a spirit of total commitment to the person and gospel of Jesus Christ, St Mary'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 Mary'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.

ELIGIBILITY

Parish schools strive to be places that are authentically Catholic and centres for educational excellence. In choosing a parish school, parents and carers agree to respect and support the Catholic identity of the school and its role in the parish, and the aims of education in the Diocese of Lismore.

Enrolments at St Mary's Primary School are based on the following criteria:

1. Parents being aware and accepting the Catholic character of the school.
2. Preference for enrolment will be given to children who are baptised Catholics. Enrolment of non-Catholic students must be given discernment. It will be at the discretion of the Parish Priest and Principal as to the acceptance of enrolment of non-Catholic children.

Consideration will also be given to:

- Children of families of our Parish who are known, practising and involved members.
- Children of families of other parishes who are known, practising and involved members of a Catholic parish but who do not attend parish school.
- Children whose siblings already attend the school.
- Children of families of the parish who irregularly participate in the life and worship of the parish.
- Children of families who are Catholic but do not participate in parish life.
- Children of families committed to or who nominally belong to a Christian denomination and are open to the nature and mission of the Catholic school.
- Children of families who have no religious affiliation but who are open to the nature and mission of the Catholic school.

Notwithstanding the above, a limited number of non-Catholic students is accepted provided that:

- Their enrolment is not to the exclusion of Catholic students.
- Reasonable class sizes are maintained in keeping with Government recommendations without detriment to the enrolment of Catholic students.
- Parents/Caregivers of such students agree to support and uphold the Christian ethos and values of the school, including participation in all related activities such as Religious Education lessons, liturgies and prayer.

- Proportionally, the numbers enrolled do not jeopardise the Catholic character of the school community.
 - Families of such students are able to discuss openly the reasons why they are seeking enrolment of their child.
 - Unwillingness of a family or student to accept the above provisions will limit that student's enrolment.
 - For students with special needs, applications for enrolment are subject to referral and consultation with the Catholic Schools Office Additional Needs Officer. Consultation with the Principal, parents and other involved parties follows after which a decision is made. The school makes every reasonable effort to accommodate the particular learning and access needs of every student.
3. All children enrolling at the school will be expected to participate fully in all class religion lessons and activities, including prayer and attendance at class and school Masses.
 4. Parents being aware of and accepting the principles upon which decisions within the school are made.
 5. Parents understanding and accepting that they have a commitment to the payment of school fees, with allowances being made for those who may face genuine hardship.
 6. The school will use the surname on the birth certificate of the child unless a Court Order or Parenting Plan is in place.
 7. The School will make every reasonable effort to accommodate the particular learning and access needs of every child.
 8. Students are expected to attend school each day. Parents are required to minimise part-day absences.
 9. St Mary's Primary School has an obligation to ensure that we provide a safe working environment for our staff and students. To this end, we are required to obtain and use, as appropriate, information to ensure both the health and safety of our employees at work and of others who come onto school grounds, such as students, parents and members of the school community.
 10. Interview templates should be used to assist consistency among interviewers.
 11. An *Enrolment Risk Assessment* should be completed, where appropriate, for each child enrolling.
 12. Where a parent/guardian discloses on the enrolment form that a child has a history of violent behaviour and the school is enrolling that child, the school is required to conduct a risk assessment associated with that enrolment. This means identifying any risks associated with the student's behaviour to the school community, assessing that risk and implementing control measures to manage risk. Additionally, the risk assessment must be communicated to staff.

When necessary, reference to *Violence in Schools – Resource and Support Package* should be considered. When violence is indicated on the Enrolment Application a *Risk*

Assessment and Management Plan (RAMP) – Part 5A Violent Behaviour should be completed. Examples of these documents are in the Appendix.

Kindergarten:

Enrolment age into Kindergarten, is as stated by the Catholic Schools Office, Diocese of Lismore:

Children who turn 5 years of age on or before 31st July during the year of enrolment may be admitted. However as with all Kindergarten enrolments, individual circumstances will need to be taken into account at the time of the enrolment process.

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*. A copy of this document is available with this policy and from the school office.
- the existing services and resources available to the school to support students.

Enrolment of Non-Australian Citizens

Refer to Catholic Schools Office Policies – FULL FEE PAYING OVERSEAS STUDENT - **Education Services for Overseas Students (ESOS) Act 2000** National Code 2007. Copies of Diocesan Fees for Visa Students 2013 is in the Appendix.

ENROLMENT PROCEDURES:

Application for Enrolment

The following documents are completed by the parent/caregiver and provided to the school:

- A completed Enrolment application
- Originals of the following documents are to be sighted and copies provided:
 - Sacramental Information
 - Birth Certificate
 - Record of Immunisation (*Parents have the right not to immunise their child under the Public Health (Amendment Act) 1992, but in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak*),
- Previous school reports if applicable

- Additional documents may include:
 - Relevant medical
 - Special Needs information and Assessment Reports regarding speech, hearing, cognitive (IQ), occupational therapy
 - Current Family Court Orders
 - Visa documents including valid passports

ENROLMENT PROCEDURE

Families wishing to enrol at St Mary's Primary School, Grafton use the online link available on the school's website.

<https://enrolment.grafplism.catholic.edu.au/enrol/start>

A 'hardcopy' of the form is available from the school office for families experiencing difficulties in enrolling online.

NB: 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 Principal in consultation with the Parish Priest.
- The prospective student agreeing to and signing the Student Code of Conduct.
- 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 an Orientation program - Mini Mary's.

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

Students with special needs may attend additional days prior to the Orientation program 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

PARENT INFORMATION FOR KINDERGARTEN TO YEAR 6 STUDENTS

HOW CAN I APPLY FOR ENROLMENT FOR MY SON/DAUGHTER?

Fill in the Enrolment Application Form and submit, with copies of your child's Birth and Baptismal Certificates (for Catholic students) and, if applicable, a most recent School Report and NAPLAN Report.

The enrolment form and up to date information, newsletters and events can also be found on the website www.grafplism.catholic.edu.au

INTERVIEW

An interview will be arranged with the Principal once the school receives the completed Application for Enrolment and supporting documents. The student is to attend the interview with you.

WILL MY SON OR DAUGHTER BE ABLE TO VISIT THE SCHOOL BEFORE COMMENCING SCHOOL?

SCHOOL TOURS

During the year a small number of informal school tours will be held at the school. Parents / Caregivers will be able to visit the school, meet the Principal and view the facilities.

KINDERGARTEN ORIENTATION

The purpose of Kindergarten Orientation is to permit the children to become familiar with the school and its routines. It also assists staff in becoming familiar with each child and their needs.

Invitations to Kindergarten Orientation are extended to the families who have returned their completed Application forms and who have had an interview with the Principal. Kindergarten Transition is held one morning per week during Term 3 and Term 4.

ARE STUDENTS TESTED WHEN THEY ENROL AT ST MARY'S PRIMARY SCHOOL?

There is no Entry Test for students in Years 1-6 seeking enrolment St Mary's Primary School.

Children enrolling in Kindergarten undertake *Best Start Kindergarten Assessment* at the beginning of their formal schooling (Week 1, Term 1). During the Assessment each child will be given the opportunity to sit one-on-one with their teacher. The full assessment will take less than one hour. There will be a formal opportunity offered later in Term 1 to discuss the assessment with the teacher. Parents should contact the principal if they have any concerns regarding their child's participation in *Best Start*.

It is important to note that *Best Start Kindergarten Assessment* is not a test. Its purpose is to help the teacher gather information to guide the teaching of the child.