

St Joseph's Laurieton



Enrolment Policy

Rationale:

- All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

Aims:

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.

Kindergarten Age of Entry:

The Diocesan Policy with regard to the age of enrolment of Kindergarten children is:

Children who turn 5 on or before July 31st in the year of enrolment can be admitted. Individual circumstances will be taken into account at the time of the enrolment process.

It is presumed that all kindergarten students will progress to Year 1 the following year.

Priority of Enrolment:

Further enrolment priority order guidelines for this school:

1. Child of practising Catholic parent(s)
2. Sibling of children present at the school
3. Students transferring from another Catholic Parish School
4. Child of non-practising Catholics
5. Child with practising parents of another Christian denomination
6. Compassionate ground on Priest/Principals discretion
7. Child with non-practising parents of other religious denominations
8. Child with parents practising a non-Christian religion.

Class Sizes: It would be prudent to hold places in reserve specifically for those Catholic families transferring from Catholic schools interstate or from other NSW towns. To accommodate this, enrolments of non-Catholics will not be considered once class sizes reach 28.

The ideal class size at this school would be 30 in the Primary grades, and around 28 in the Infants grades. However, life is not always ideal, and circumstances may dictate the necessity for larger classes. In such cases, support in the way of teacher aide time or release time could be offered to the classroom teacher. This would be in addition to allocations funded by Integration or Special Needs grants, or the face-to-face release allocation negotiated with the Principal.

A total school student population of approximately 200 provides for a healthy staff establishment and much-needed financial resources generated from fees and building levies.

Catholic Families from State Schools: Catholic families applying for places in Year 5 or 6 with a view to future enrolment in the Catholic High School, after attending the local state schools for their earlier education, will only be accepted if class sizes remain below 30 after their enrolment.

Catholic applicants from State schools will be required to provide evidence of Catholicity, in the form of a Baptismal Certificate, and may be asked for a reference from their Parish Priest.

The Parish Priest may accept or refuse any application for enrolment, at his own discretion.

Payment of Fees: Ability to pay fees will not be a prerequisite for acceptance into our school, though each family will be required to make a commitment to fully support the school in every way they are able, and this includes the payment of fees.

Students With Disabilities: The Principal needs to be aware of the implications of the Disability Discrimination Act when considering the enrolment of students with disabilities. In Laurieton, it is possible to enlist the support of the Port Macquarie Enrolment Support Team when assessing the schools' ability to cater for students with disabilities. (See Appendix A)

New enrolment applications after the end of February of the current year will be considered at the discernment of the Principal, after consultation with the above support services, at the end of second semester of that year.

Full Fee Paying Overseas Students: There are special provisions relating to the enrolment of FFPOS. Current guidelines can be obtained from CEO Lismore.

Appendix A

Enrolment of Children with Disabilities

When enrolling a child with a sensory, physical, psychological or intellectual impairment the Principal will take into account the following:

- 1) The views of the parent/guardian as to the child's need for regular school placement
- 2) the capacity of and the resources available to the school to support the child;
- 3) the contribution to the care of the child which would or could be required of the parent / guardian, members of the teaching and ancillary staff, and officers of other community assistance organisations
- 4) the long term prognosis for the child's disability and
- 5) the comparative advantages and disadvantages for the child of enrolment in a special education class or school

When the decision is to enrol the child the Principal must:

- a) ensure that all necessary support services and facilities are available at the school and so advise the parent;

- b) discuss with the Parish priest and CEO the conditions of enrolment deemed necessary and the nature of any written agreement which may be required of the parent;
- c) inform the parent of the conditions of enrolment and obtain the parent's written agreement. The parent should be advised that there will be a regular review of the child's placement.

The Principal may enlist the services of the Special Education consultant and the Enrolment Support Team, both based in Port Macquarie, to enlighten decision-making.

APPENDIX B **CONDITIONS OF ENROLMENT**

To be retained by the parent/s

1. St. Joseph's is a Catholic School under the auspices of the Diocese of Lismore. The school teaches and tries to live by the Christian faith contained in Scripture and the tradition of the Catholic Church. Within the Catholic tradition, the school is influenced by the spirit and history of the Sisters of St Joseph. Parents need to understand clearly that this involves special standards and priorities. For a student to be happy and successful at St. Joseph's there needs to be an agreement between the standards and priorities of both the school and home.
2. The parent/s of the child are expected to co-operate to the best of their ability in all matters relating to the school, particularly in fostering, by example and word, the practice of the Catholic faith (or the faith professed by their parent/s) in their children.
3. The student and parent/s are required to abide by the conditions embodied in the rules and regulations of St. Joseph's that are made from time to time. These cover such matters as study, discipline, uniform and general conduct around the school, during sport, while on excursions and while travelling to and from school. The school's Discipline Policy deals with these matters and advises on both sanctions and rewards given to pupils.
4. Parent/s are expected to make a commitment to the payment of all fees, including school fees, the Resource Fee, excursion costs and Building Levy. Where financial difficulties are experienced,

parents are expected to discuss alternative fee arrangements, with either the Parish Priest or Principal.

5. Acceptance of a child into St. Joseph's does not necessarily mean acceptance into St. Joseph's Regional School or MacKillop College, at the end of Year 6. A fresh application for enrolment must be made and acceptance will be determined by such factors as:
 - A) Parent/s' tangible support of the school.
 - B) A character reference from St. Joseph's.
 - C) The child's ability to cope with the curriculum offered.
 - D) A satisfactory performance with payment of all fees.

6. Parent/s' acceptance of their child's enrolment implies that:
 - A) permission is given for your child to go on walking excursions within a reasonable distance from the school and other excursions which are part of the school's course of study.
 - B) permission is given for the child to be sent to a doctor should the occasion arise and the parent or emergency contact cannot be contacted.
 - C) the parent agrees to inform the Principal if your child is infected with the H.I.V. virus, or any other infectious disease.
 - D) The parent agrees their child will participate fully in the curriculum/programs of the school, including Religious Education.
 - E) The parent agrees that their child will not be on the school premises, before 8.30a.m. or after 3.15 p.m., except in extenuating circumstances, as there is no supervision outside these hours. The school will not be held responsible for the safety of children who are on the school premises outside these times.

DECLARATION

- I have read and understood the School/Parent Handbook. I agree to support the philosophy of the school and will abide by the Uniform code and Discipline Policy contained within this handbook. I am aware of the sanctions that may be imposed on my child if s/he breaks the school rules. I understand that from time to time rule changes may be made (and publicised through the newsletter, or letters) and I agree to support these.
- I agree to do my best to honour my financial obligations to this school. I have been made aware of fees payable and understand that failure to pay the School Fees, Resource Fee and Parish Building Levy, without giving just cause to the Principal, or Parish Priest, that my child's enrolment may be terminated and legal proceedings may be put in place.
- I agree to supply any relevant documentation which may assist the school in trying to meet the needs of my child.
- I agree that my child will fully participate in the curriculum/programs of the school, including the Religious Education program.
- I agree for my child to go on walking excursions within reasonable walking distance from the school and to participate in other excursions, which are part of the school's course of study.
- I understand that I am welcome to discuss difficulties my child may be experiencing in any area of school life.
- If my child requires urgent medical attention and I, or my emergency contact, cannot be contacted, I agree that the school may seek medical attention as required. I agree to pay any costs incurred.
- I agree that my child will not be on the school premises, before 8.30 a.m. and after 3.15 p.m., as there is no supervision and that the school will not be held responsible for their safety.

I declare that all of the above information is true and correct and that I have checked that all relevant documentation is included. I understand that providing false or misleading information, or not disclosing prior difficulties, may result in this application being rejected, or my child's enrolment being terminated

SIGNATURE OF PARENT OR GUARDIAN: _____
(Please print name) _____ **Date:** _____