



## ST JOSEPH'S PRIMARY SCHOOL

### ENROLMENT POLICY AND PROCEDURE

#### 1.0 INTRODUCTION

Those who choose St Joseph's School do so on the understanding that they respect and agree to support the Catholic identity of the school and acknowledge the importance of Religious Education for their children. St Joseph's School is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling. Families wishing to enrol a student(s) at St Joseph's are expected to support the aims and expectations of all school policy statements. St Joseph's Primary School has a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need. St Joseph's Primary School policy seeks to include rather than exclude and respects the traditions of other faiths.

#### 2.0 VISION

To make known that Catholic Education available to all who seek it.

To encourage parents to make an informed decision regarding their choice of school.

To meet the needs of parents and children in their choice of school.

To ensure that any State or Federal laws and Catholic Education Commission, Religious Order or Diocesan Guidelines and Policies in relation to school enrolment should be complied with appropriately.

St Joseph's Primary School has a particular responsibility to provide access to children baptised in the Catholic faith.

#### 3.0 RATIONALE

St Joseph's offers choice in education by making schooling based on the Catholic ethos available to those who seek it. The Principal, in collaboration with the Canonical Administrator and staff have the responsibility for ensuring that the authentic vision of Catholic education in the community remains the guiding principle of the enrolment policy.

#### 4.0 POLICY STATEMENT

4.1 Whilst the school's aim is to provide a Catholic Education to Catholic families, families of other denominations are encouraged to apply for enrolment.

4.2 The following criteria will be considered.

- Baptised children of Catholic families
- Siblings of previously enrolled non-Catholic children
- Christened children of non-Catholic denominations.

4.3 The final decision regarding the acceptance of enrolment applications lies with the Canonical Administrator.

4.4 The enrolment process will be the responsibility of the Principal and the Foundation unit leader who will set timelines and liaise with the school and wider community regarding the activities and opportunities provided for the information of prospective families.

#### 4.5 Statement of Enrolment Criteria

Children are enrolled at the beginning of the year in which they are five years of age, on or before April 30th of that year and it is encouraged that children previously attend Kindergarten.

Parents are asked to present their child's Birth Certificate and Baptismal Certificate.

All children enrolling at St. Joseph's School will be required to present an Immunisation Certificate.

All three documents must be photocopied and stored in student's folder.

#### 4.6 Enrolment policy will be implemented in accordance with any Industrial Agreement currently registered with the I.R.C.

### 5.0 DEFINITIONS

### 6.0 RELATED DOCUMENTS

Attendance Policy and Procedure

### 7.0 REFERENCES

Catholic Education Sandhurst, Enrolment Policy and Guidelines

### 8.0 REVIEW

This policy is to be reviewed every year.

Policy ratified: July 2016

Next policy review: July 2017

### 9.0 PROCEDURE

#### PROCESS AND ENROLMENT TIMELINE

##### Guidelines

- 9.1 Enrolment Week to be set in conjunction with district schools (where possible) but it is desirable that they are held prior to August Census date.
- 9.2 Catholic Education Week
  - School promotion in media.
  - Open Day for prospective families.
- 9.3 Five to six weeks prior to Enrolment Week
  - Notice in School Newsletter
  - Advertisement in Cobram Courier
  - Notice in Church Bulletin
  - Notice placed at kindergartens
- 9.4 Enrolment of Siblings

Current families are invited to collect an enrolment form and formalise their intention to enrol a new family member for the following year.

9.5 Minimum of two preferably three weeks prior to Enrolment Week  
A flier to all kindergarten children is distributed either inviting them to make an appointment to enrol or if unsure to come and have a look through the school. This is supported by posters advertising enrolment week, which are displayed at Kindergartens.

If possible a further advertising feature is taken with Local newspapers.

9.6 During Enrolment Week prospective parents arrange for an interview with the Principal.  
A school tour that is conducted either by the Principal or by Year Six Leadership Team members.

9.7 The orientation of children commencing school for the first time is conducted each year. This normally occurs in mid November and usually starts with several visits organised by the kindergarten from September onwards.

9.8 Children participate in the transition program in Terms 3 and 4.