

ST JOSEPH'S PRIMARY SCHOOL

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ENROLMENT POLICY AND PROCEDURES

Our Vision

We believe that St Joseph's School is a faith community within the Parish of St Mel's where;

Individuals are valued with Jesus as their model and guide;

- Gospel values are fostered and developed within the mission of the Catholic Church;
- The potential of each child is recognised and developed in the spirit of love and truth;
- All members of the School Community are challenged to uphold Christian ideals within our society.

Our Mission

Our Mission is basis upon this policy which has been developed and it encompasses the following aspects:

- A Community of Faith
- A Community of Care
- A Community of Learning
- A Community of Service
- A Community of Stewardship

St Joseph's Primary School adopts the Catholic Schools Office Wagga [Enrolment Policy](#) and [Enrolment Procedures](#).

RATIONALE

The Catholic School is a community whose mission is to provide its members with an education which takes place in an environment formed by Gospel values and the authentic teachings of the Church. All members of the catholic school community have a duty to work towards the achievement of this.

In the Diocese of Wagga Wagga, the Catholic Schools Office is responsible to the Bishop for developing, monitoring and evaluating education policies for the Catholic Diocesan Schools.

At local level the School Enrolment Policy is developed by the Principal and School Council based on the CSO Enrolment Policy for Diocesan Systemic Schools.

The Principal of the school is responsible for enrolments.

Criteria for Selection:

- Catholic children from within the Parish have priority of access
- Catholics outside the Parish
- Non-Catholic students in agreement with Catholic ethos
- Enrolment of siblings of children already attending the school will be given special consideration

Enrolment Procedure

- Generally the 'cut-off' enrolment date whereby children commence Kindergarten should be five (5) years of age by 30th May. Parents of children who turn five after 30th May are advised by the Principal of the possible implications for their child.
- Enrolment in the school must be completed on the official school enrolment form and lodged at the school by the said date.
- All parents, with the prospective student, will be invited to attend an interview with the Principal of the School to assess the readiness of the child.
- Parents are notified in writing of the success or otherwise of the application following an interview.
- Where there is a not a place available the child will, if the parents request it, be placed on a waiting list. A referral will also be made to a neighbouring Catholic School where vacancies may be available. If a position becomes available the application will be re-considered afresh.
- Education of a child in a Catholic School requires commitment of parents to the payment of the Term Account which includes Tuition fees and Building Levy. No child will be denied placement in our school because of the inability to pay the term account. Personal circumstances and commitment in principle and practise to the life of the school and parish will be of primary consideration in confidentially determining (with the Principal) an agreed strategy for the payment of any debt.
- In accepting enrolment, parents are strongly urged to participate in the social and fundraising activities of the school.

Disability Discrimination Act 1992

This Act states that the only justifiable defence for refusing the admission of a student with disabilities is if the applicant, if admitted, "would require services or facilities that are not required by students who do not have a disability and the provision of which would impose unjustifiable hardships on the education authority." The document states that "it is vital to realize that this defence of unjustifiable hardship is only available to schools at the point of admission. Once the disabled student has been admitted this defence is not available."

It is therefore important to ascertain that the Diocese will be able to provide adequate support for the integration student. If there is some doubt about the school's ability to cater adequately for an integrated child then this should be discussed with the relevant school and Diocesan staff.

READINESS FOR SCHOOL

In cases where there is uncertainty on readiness for school either because of age (May/June/July birthdays) or disability

- Contact is made with the pre-school regarding readiness for school
- Children are observed at pre-school by Learning/Teaching officer or Kinder teacher or Principal
- Discussion with pre-school teacher is undertaken
- Another meeting with parents and all parties concerned
- Ongoing consultation with C.S.O. Education Officer

EVALUATION OF STATEMENT

This Statement was reviewed and redeveloped in line with the Catholic School's requirements for registration 2014