

ENROLMENT POLICY

Rationale

St Mary's Primary School, Bowraville believes:

- Children operating at their own level of development will hear the Gospel message of hope and love, presented accurately and joyfully by people who believe it and live it.
- Children will learn how to respond to such a message by developing a personal relationship with Jesus and be able to commit themselves in their own simple way, to bring about the Kingdom in which peace, truth, justice and friendship exists.
- Our children will begin to sense the liberation offered by the Good News.
- We need to educate the children intellectually, emotionally, socially and spiritually, so as to enable them to grow towards wholeness.

Aims

St. Mary's Primary School, Bowraville, is a Catholic School Community which exists to provide an education for children of the Nambucca Valley Parish Community, within a Christ centred context. It aims to:

- Preach the Gospel in such a way that the children hear, understand and apply it in their lives.
- Build a community of caring people which includes children, priests, teachers and parents, in which Catholic worship and fellowship are shared openly and comfortably.
- Commit ourselves to develop in our children the capacity and will to reach out in service to others, especially the poor and the oppressed.
- Recognise and cater for individual needs.

Enrolment Procedures

The Principal determines the size of the classes, mindful of the educational (and other) needs of the students. School enrolment is dependent on the availability of appropriate personnel, classrooms, space, resources and the school's ability to adequately serve the child's needs.

Enrolment priorities are as follows:

- A. Catholic Baptised children/Younger siblings of currently enrolled children
- B. Unbaptised children of Catholic parents
- C. Children of other Christian beliefs
- D. Non- Christian/No religion children

Related Issues

- Non- Catholic students will be enrolled only if there are vacant places.
- Enrolment of Non-Catholic students will only be considered for homerooms not exceeding 30 students.
- If the class size of 30 has been attained, non-catholic students will be invited to put their name on a waiting list until a vacancy occurs.

Important Note: In exceptional circumstances, the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.

Students enrolling in the kindergarten class

Enrolment dates will be announced well ahead of actual date (publicised in the school newsletter). Applicants will be interviewed in Term Three each year (Dates to be set by the Principal). Applicants will attend an interview with their parents/carers. Parents/carers will be expected to support the school program, curriculum and the school's desire to foster the values of

the home.

Transfer of Students from Non- Government Schools

All students who transfer from non-government (Catholic) schools, to St. Mary's, either at the commencement of the year or during the year are enrolled at St. Mary's at the completion of the following requirements: -

- 1) Completion of Enrolment Form, including copies of birth, Baptism and immunisation certificates.
- 2) Parents/carers and their child have an interview with the Principal, which consists of:
 - Outlining the school program and policies.
 - Discussion on the child's previous education standard. Copies of previous reports are to be submitted.
 - Discussion of the child's previous behaviour and social development. Any past violent behaviour or any other serious behavioural problems resulting in suspension or expulsion must be disclosed on the enrolment form. Should this information not be disclosed on the form, enrolment could be withdrawn.

Enrolment of Student from Government School

Parents/carers who wish to transfer their child from a Government School will: -

- 1) Make an appointment with the Principal. Parents/carers and their child have an interview with the Principal:
 - to discuss the policies and philosophies of a Catholic school
 - to discuss that all students attend religious instructions
 - to make a commitment to the payment of school fees.
- 2) At this time they will be asked to bring with them to the interview:
 - the child's school reports.
 - details of any specific needs of the child e.g. academic, medical or behavioural. Any past violent behaviour or any other serious behavioural problems resulting in suspension or expulsion must be disclosed on the enrolment form. Should this information not be disclosed on the form, enrolment could be withdrawn.
- 3) The Principal may contact the current school to help assess the benefit of transferring the child.
- 4) After a decision has been made by the Parish Priest and the Principal, the parents/carers will be notified.

Enrolment of Students who have already Started School

Students from other schools who are seeking enrolment and who may be exceptionally young will be assessed and if necessary these children will be asked to repeat.

Enrolment of Special Needs Children

St Mary's School will enrol children with a physical, mental or intellectual disability at the completion of the following procedures and approval of the Parish Priest and the Principal.

- initial interview with parents/carers to ascertain the specific needs of the child.
- discussion with parents/carers concerning the philosophies and policies of St Mary's School.
- Principal requests from parents/carers all relevant medical information that may assist the Learning Support Team in making a decision (and teachers developing a program).
- Principal to ascertain the needs of the child and the possibility of the school integrating a special needs child into its program.

Enrolment of special needs children is not to be accepted on the assurance of Government/Diocesan funding but on the school's ability to meet the needs of the child. The

school must be able to prove “undue hardship” before an enrolment application is rejected. Following the enrolment of the child, the Principal then applies for Learning Support Funding from the Diocese and Federal Government.

The School Board accepts the responsibility to finance any changes needed to doors, ramps, classrooms etc. to assist with the integration which is on the recommendation of the Principal.

On-Going Enrolments

The Principal in discussion with the Parish Priest and under advice from Lismore CEO retains the right to cancel or suspend enrolments of any child or family under the following guidelines:-

- 1) Consistent long-term non-payment of school fees.
- 2) Refusal by parents to negotiate financial problems relating to the non-payment of fees.
- 3) Parents who refuse to assist the school in working with their child where there is deemed a severe behavioural problem.
- 4) Parents who undermine the philosophies of a Catholic school.

Age of Enrolment

A) Compulsory schooling: It is the duty of the parent/carer of a child of or above the age of 6 and below the age of 15 to cause the child to be enrolled at a government school or registered non-government school and to attend the school at all times when the school is open for the child's instruction or participation in school activities. (Education Act 1990, Section 22)

B) Those who turn five years of age on or before the 31st March during the year of enrolment to Kindergarten may be admitted without question provided they meet the requirements of the Parish school enrolment policy.

C) Children who turn five years of age between April 1st and 15th May during the year of enrolment to kindergarten may be admitted with the provision that parents need to be informed that it may be necessary for the child to repeat during the primary years. A special note should be entered on the pupil record card in all such cases.

D) Children whose fifth birthday occurs later than the 15th May in the year of application for enrolment to Kindergarten should only be considered in exceptional pastoral circumstances. In all such cases the Parish Priest is asked to be involved in discussions with the parents/carers and the Catholic Education Office should be informed prior to any decision being reached. Details should be recorded for the benefit of future Principals and Priests if a child is accepted for exceptional reasons.

E) Certificate of exemption from attending school

(1) The Minister may grant a certificate exempting a child from the requirement of this Part that the child be enrolled at and attend a registered non-government school, if the Minister is satisfied that conditions exist which make it necessary or desirable that such a certificate should be granted.

(2) A certificate of exemption under this section may be given subject to conditions and may be limited in its operation to a period specified in the certificate.

(2A) A certificate of exemption under this section may be limited to exemption from the requirement to attend a school during the times specified or referred to in the certificate.

(3) A certificate of exemption under this section may be cancelled by the Minister.

(Education Act 1990, Section 25)

Expulsion

Expulsion will never be taken without major and continuing consultation with parents/carers, Parish Priest and the Catholic Education Office, Lismore. The Director of schools has the authority to expel a child from a Catholic school.

Reflective Materials

- St Mary's Positive Pastoral Care Policy, 2008
- Enrolment Policy, Diocese of Lismore
- Disability Discrimination Law, NSW 2004
- Education Act, NSW 1990

Date implemented	2005
To be reviewed	2011