ENROLMENT POLICY

St Mary’s Primary School

Policy Number: ENROLMENT 1.1

Status: Ratified

Date Issued: 5 August 2013

Evaluation and Review: August 2015

Policy Contact Officer: Yvonne Rincheval

Related Documentation: Violence in Schools – Resource and Support Package
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.

PROCEDURES:
Application for Enrolment

The following documents are completed by the parent/care-giver and provided to the school:

- A completed Enrolment application
- Travel Consent form

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
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. 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 absentees.

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. A Enrolment Risk Assessment should be completed, where appropriate, for each child enrolling.

11. 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 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

ENROLMENT PROCEDURE

All applications for enrolment at St Mary’s Primary School are to made using the Application for Enrolment form available from the School Office. 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 Parish Priest in consultation with the Principal.
- 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 Transition Classes.

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

Students with special needs may attend additional days prior to the Transition Classes 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
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

WHAT IS COVERED IN THE ENROLMENT FEE?
There is a non-refundable enrolment fee of $20 which covers the costs involved in processing enrolments.

INTERVIEW
On return of your completed Enrolment Application Form to the school, an interview time with the Principal will be arranged. The student is to attend the interview with you.

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

OPEN DAY
During the year an Open Day will be held at the school. Parents / Caregivers will be able to visit the school, meet the Principal and view the facilities.

KINDERGARTEN TRANSITION
The purpose of Kindergarten Transition 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 Transition 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. Additional activities may also be held in Term 4. (see attachment A)

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.
Supporting Documents
Letter 1: Seeking information from previous school.

[on School Letterhead]

From:  (School Name, Town)  (Principal Name)  
To:  (School Name, Town)  Date:  (Insert date)

The student listed below has sought to enrol at this school on (expected enrolment date). To enable us to assess and proceed with his/her enrolment please forward enrolment details, risk assessments, behaviour management or disciplinary processes undertaken within your school, that relate to this student.

If there are particular aspects of this student’s behaviour of which we should be aware, please contact the school principal at (school telephone).

Please complete and return as soon as possible. Mark ‘Confidential’ to the Principal.

<table>
<thead>
<tr>
<th>Student Surname</th>
<th>Given Names</th>
<th>Year</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

This child has received support and/or participated in the following programs:

<table>
<thead>
<tr>
<th></th>
<th>Yes/No</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>STLA (Support Teacher Learning Assistant)</td>
<td>Follow up to NAPLAN</td>
<td></td>
</tr>
<tr>
<td>Reading Recovery</td>
<td>Individual Learning Program</td>
<td></td>
</tr>
<tr>
<td>School Counsellor intervention</td>
<td>Behaviour Intervention</td>
<td></td>
</tr>
<tr>
<td>Integration Support</td>
<td>Enrichment Program</td>
<td></td>
</tr>
<tr>
<td>HSLO Referral (Home School Liaison Officer)</td>
<td>Early School Support</td>
<td></td>
</tr>
<tr>
<td>ESL (English as a Second Language)</td>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

☐ This student was suspended/expelled for violence, threats of violence or possession on school premises of a weapon or implement intended to cause harm.

☐ This student has a documented history of violence or use of illicit drugs or legal drugs in a manner not prescribed or use of alcohol.

☐ To be managed at school, this student required behaviour support. (Please forward a copy of the relevant program.)

Comments as considered necessary to indicate degree of seriousness:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
___________________________________
Principal’s Signature: _____________________________________ Date:

Confidentiality Warning: The confidentiality of the information contained in this message is protected and is intended for the person named above. If you are not the named recipient you must not copy, distribute, take any action reliant on or disclose any details in this message to any other person or organisation. Unauthorised disclosure or misuse of the confidential information obtained as a result of mistaken transmission may incur a liability for criminal penalty. Please notify the sender if you have received this message in error.
Letter 2: Principal to parent - Application to be considered by the Enrolment Support Team

[on School Letterhead]

(Insert date of notice)

(Insert name of parent/carer)
(Insert address)

Dear (Name of parent/carer)

Re: Referral of Application to Enrol

I am writing to inform you that your application to enrol your son/daughter, (full name of student), at (name of school) will need to be referred to our School Enrolment Support Team.

This referral is due to my reasonable belief that (first name of student)’s enrolment at (name of school) poses an unacceptable risk to the safety or wellbeing of members of the school community.

I have formed this belief based upon the following information:

(Insert details of the relevant information)

This information leads me to believe that (first name of student) poses a risk to the safety or wellbeing of members of the (name of school) school community because:

(Set out your reasoning based on the information outlined above)

(First name of student) will not be able to attend (name of school) until the School Enrolment Support Team has made a decision in respect to his/her enrolment.

You will be contacted within the next 7 days to discuss how (first name of student) will be assisted to continue his/her education while your application for enrolment is considered. If you decide not to enrol your son/daughter in this school we would appreciate you informing us as soon as that decision is taken.

If the School Enrolment Support Team decides that (first name of student)’s enrolment would not pose an unacceptable risk to the safety or wellbeing of members of the school community, you will be informed as soon as is practicable of this decision and (first name of student) will be allowed to enrol immediately.

If the School Enrolment Support Team decides that (first name of student)’s enrolment would pose an unacceptable risk to the safety or wellbeing of members of the school community, you will be informed of the intention to refuse (first name of student)’s enrolment at (name of school).

Yours sincerely,

(Insert name of principal)
Principal
Advice re
Enrolment of (full name of student) in (name of school):
Potential unacceptable risk to safety or wellbeing
of members of the (name of school) community

Student Details
Surname:     Given Names:
Date of Birth:     Current Year Level:
Home Address:
Parent/Carer’s Name:

After deliberating on the facts and circumstances related to the prospective enrolment of this student in (name of school), I have decided to refer their application for enrolment to the School Enrolment Support Team for consideration.

It is my belief that the enrolment of this student in (name of school) would pose an unacceptable risk to the safety or wellbeing of members of the school community. There is a need for us to arrange an enrolment support team meeting. Could you please contact me as soon as possible regarding your availability.

My belief is based on the following information:

(Describe the information on which judgement that student poses unacceptable risk is based - attach a copy of the information)

This information leads me to believe that (full name of student) poses an unacceptable risk to the safety or wellbeing of members of the (name of school) school community because:

(Set out your reasoning based on the information outlined above)

Yours sincerely,

(Insert name of principal)
Principal
Dear (Name of parent/carer)

Re: Decision to Enrol

The enrolment support team has considered the application to enrol your daughter/son, (full name of student) at (name of school). After deliberating on the facts and circumstances related to the enrolment of this student, a decision has been taken to proceed with the enrolment process for (first name of student).

As a part of this process you are asked to attend an Enrolment Support Team meeting along with (first name of student) on (day, date and time) at (name of school). The main agenda of this meeting will be to produce a mutually agreeable Individual Positive Behaviour Plan for (first name of student) so that the school can be in a position to ensure that (first name of student)’s enrolment can achieve the best possible outcome for all concerned.

It is imperative that you have read and understand the school (name of school policy for behaviour management/welfare/discipline). A copy is attached for your information. Every effort will be made by the school staff to ensure (first name of student)’s membership of the school community is a positive experience.

Yours sincerely,

(Insert name of principal)
Principal
Dear (Name of parent/carer),

Re: Decision to Enrol

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It is imperative that you have read and understand the school (name of school policy for behaviour management/welfare/discipline). A copy is attached for your information. Every effort will be made by the school staff to ensure (first name of student)’s membership of the school community is a positive experience.

Yours sincerely,

(Insert name of principal)
Principal
Dear (Name of parent/carer),

Re: Decision Not to Enrol

The Enrolment Support Team has considered the application to enrol your daughter/son, (full name of student) at (name of school). After deliberating on the facts and circumstances related to the enrolment of this student, a decision has been taken that (first name of student) be refused enrolment at (name of school).

This decision was taken after considering the following information:

(Insert information considered, e.g. risk to health & safety of community)

I regret that this decision has not gone in favour of (first name of student). If you are not satisfied with the decision or any part of the process, you may wish to contact the Education Consultant who was part of the enrolment support process. The Catholic Schools Office (02 6622 0422) can assist you with contact details.

Yours sincerely,

(Insert name of principal)
Principal