

# St John's Mullumbimby

## Enrolment Policy



### **ENROLMENT POLICY CATHOLIC PRIMARY SCHOOLS**

Catholic parents are attracted to Catholic Schools because of the particular character imparted by the quality of education offered. The integral place given to religious education in the curriculum, the dedication of staff and the commitment of the community to support the schools, all determine the specific nature of all Catholic Schools. It is the responsibility of the Parish Priest, Principal and the community, which the school serves, to respond to the yearning of Catholic parents for a school in which their child may grow to maturity through the operation of the Holy Spirit in their lives. Non-Catholic parents may seek a place for their children in a Catholic School. As "the Catholic School forms part of the saving mission of the Church", we need to be ever responsive to this request for admission. *The Catholic School - The Sacred Congregation for Catholic Education St. Paul, 1979*. It is the responsibility therefore of the Parish Priest, Principals and parish representatives - to establish an enrolment policy which assists the preservation of the Catholic character of the school. This policy must ensure that there is a place available in the Catholic School for those in the Catholic Community who seek to enhance their child's education in faith.

### **Criteria for Admission of Students**

The Catholic School should give priority of admission to those baptised Catholics who seek education in the faith. Priority should be given to children of Catholic Parents with a real commitment to the Faith as experienced in the Parish Community. No child will be refused admission simply because of the inability (not the unwillingness) of parents to pay school fees. Enrolment of children with additional needs will be effected where it is determined that St. John's School is the most appropriate educational setting for the child. The process for enrolment is outlined below. The school will make every reasonable effort to accommodate the particular learning and access needs of every child. Children whose fifth birthday occurs on or before 31st July are eligible for enrolment in Kindergarten for that year. The Parish Priest and Principal will determine a percentage of non-Catholic Kindergarten children that a school community can sustain without altering the specific nature of this school.

## **Admission Priority**

Within the framework of the above criteria, the priority order for admission will be:

- \_ Catholic children from the Parish.
- \_ Catholic children from the Parish including children enrolled at State Primary School.
- \_ Catholic children from outside the Parish but in other Catholic Primary Schools.
- \_ Catholic children from outside the Parish.
- \_ Non Catholic children from the parish.
- \_ Non Catholic children from outside the Parish but in other Catholic Primary Schools.
- \_ Non Catholic children from outside the Parish.

## **Procedures**

- \_ During the official enrolment period, parents of applicants are asked to complete the application form for enrolment and applications will be dated upon receipt.
- \_ Principal and/or senior staff will interview the parents and applicants.
- \_ Contact is made, with parent permission, with the relevant early childhood centres.
- \_ Parents of children with additional needs will be asked to supply all possible information on their child's special needs to support the application. Contact will be made with the relevant support groups and personnel. A formal meeting/s with parents, relevant personnel and C.S.O. representation will be held to determine if this is the most appropriate educational setting for their child.
- \_ At the end of the enrolment period the Principal will advise the parents of the result of their application.
- \_ At a later date, the Principal will conduct an orientation session for parents. At this meeting appropriate circulars to parents regarding dates of commencement, books, uniforms and school fees, etc. will be issued. The Principal and relevant staff will conduct suitable orientation for students in the form of a series of transition mornings. It is a condition of enrolment and continued attendance that parents agree to advise the school (if known to the parents) that their child is infected with the human immunodeficiency virus. There is a duty upon the school to protect those who care for these children. This duty respects confidentiality, but must balance this confidentiality of individual rights against the collective rights of the community. Therefore, confidentiality will be maintained subject to the following conditions.
  - \_ Communication of information to the appropriate staff.
  - \_ Proper counselling of the child, if appropriate.
  - \_ The school is to be informed of any deterioration of the child's condition.

## **Procedures on Retention**

Sometimes it is deemed in the best interests of the child to repeat a current year level. Consultation with Principal, parent and teacher will ensure the best decision is made, however the final decision is the prerogative of parents. As Professionals it is most important to be aware of what current research is telling us.

1. Teacher discusses situation with Principal (if parent instigated, teacher to follow same process)
2. Teacher and Principal discusses situation with Parent
3. Look at a time to meet/monitor situation/ discuss with Additional Needs Teacher
4. Respect parent's decision
5. Teacher informs school office
6. Teacher discusses retention with teacher to teach child following year
7. List is made in office of all children being retained – Principal to keep this list.