



# Enrolment Policy

## Rationale

The St John the Apostle School Enrolment Policy is bound by the directives of the Catholic Education of the Archdiocese of Canberra/Goulburn. The policy states:

*"The Catholic School has an ecclesial identity, because it is part of the evangelizing mission of the Church. Yet a distinguishing feature of Catholic Education is that it is open to all, especially to the poor and weakest in society. It is vital that the school and parish cooperate, and that the school be integrated into the parish's pastoral program, especially with regard to the Sacraments of Penance, Confirmation and Eucharist. (Ecclesia in Oceania, November 2001 No. 33)*

*The Catholic Education Commission aims to provide the choice of Catholic Schooling to all those seeking a Catholic education for their children. However enrolment of a student into an Archdiocesan Catholic school or Catholic school of choice cannot be guaranteed."*

## Enrolment Priorities

St John the Apostle School, in accordance with the CE policy accepts students from Catholic and non Catholic families. The following hierarchy of priority for consideration of enrolment applications at St John's when enrolment applications exceed available spaces.

- Children must have turned five years of age by 30 April in the year of enrolment.
- Baptised Catholic children who are members of the St John the Apostle Parish.
- Siblings of children already attending St John the Apostle School.
- Baptised Catholic children from other parishes who cannot obtain places in their local parish primary school.
- Baptised Catholic children whose parents seek to enroll them in a parish school outside their own parish but can obtain places in their own parish primary school.
- Baptised Catholic children from non-Catholic primary schools.
- Other children.

Families should understand that the acceptance of their child at a Catholic Primary School does not confer an automatic right to enrolment at a Catholic Secondary School.

All new families seeking enrolment to St John the Apostle Primary School are expected to attend an interview prior to their child/children being accepted into the school.

St John the Apostle School retains the right to discuss student's needs with previous school before offering a placement.

For parents enrolling students during the year, a tour around the school will be offered, and if known, the parents and child will be introduced to the child's teacher.

Class sizes will be determined at the beginning of each year. In general, placements will not be offered if that enrolment exceeds the agreed class size. Children will be placed on a Waiting List until a place becomes available.

St John the Apostle Parent's Handbook will be provided to all new enrolling families.

## **Enrolling Students with Disabilities**

When enrolling students with disabilities an interview the Principal, parent or caregiver, Learning Support Teacher and where appropriate the Catholic Education Learning Support Officer.

The parent or caregiver is asked to provide all relevant information to the school about the child's needs to ensure that the enrollment is viable, that the needs of the student are planned for and that the school is best prepared to provide the most appropriate support.

At the enrolment interview, parents or caregivers are given information about funding guidelines to assist in the child's successful inclusion.

When students are enrolling from a Preschool the Learning Support Teacher may visit the pre-school to observe the child and speak with the Pre-school teacher. Parent's permission is sought for this visit.

In cases where the child is enrolled without information being given to the school, a post enrollment panel will meet to discuss the child's needs. Both the school and the Catholic Education Office Special Needs Unit keep a copy of medical/therapy reports of a student with a disability.

Students with identified needs require an Individual Learning Program to be determined in consultation with the parents, classroom teacher, Learning Support Teacher and an officer from the CEO Special Needs Unit.

## **Kindergarten Enrolments**

The Period for Enrolments is determined by Catholic Education, in the middle of the previous year. Parents may seek enrolment during and after the enrolment period.

St John the Apostle School arranges an Open Day during the official Enrolment Period.

Interviews are held with all new families seeking enrolment. At this meeting, the student's particular needs are discussed.

Parents with children already enrolled may request an interview, but this is not essential.

The Principal follows the CE Enrolment Priorities in determining who will be offered places. In the case of enrolment requests exceeding the number of places available, the CE Enrolment Priorities are followed.

Parents are notified of Acceptance or placement on a Waiting List in a timely manner after interviews.

Kindergarten teachers contact appropriate Pre schools to discuss children's class placement. In the case of a student with special needs being enrolled the Learning Support Teacher and or Kindergarten teacher may, with parent's permission, observe the student in the Pre-school setting.

A Kindergarten Information Evening informs parents and caregivers about the Kindergarten Program and to allow parents to ask questions. At this meeting, parents are asked to indicate which of the Orientation Days their child will attend.

The Orientation Day from 9.30 am to 11.30 am is structured to allow children to experience a day at school and to allow teachers to observe children in a school setting.

Class placements are determined with parent, preschool and Kindergarten teacher's observation.

### **Related Policies / Agreed Practices**

Attendance Policy

Communication Policy

Administration Agreed Practice

### **Policy Review**

The St John the Apostle Enrolment Policy is reviewed at least once each five years in line with current Registration practices. The policy may be reviewed more often than that according to the need and educational trends.

<b>Reviewed by:</b>	Matthew Egan-Richards
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<b>Approved by:</b>	School Executive
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