



ENROLMENT POLICY

Adapted from the CSO ENROLMENT POLICY

(Policy Number: EP01:00) Approval date: 28 March 2023.

This Policy should be read in conjunction with the CSO ENROLMENT POLICY (EP01:00)

PURPOSE

The Principal, in collaboration with Macleay Valley Catholic Parish, has a responsibility to ensure that the Catholic identity of the school is maintained and promoted. As such, St Joseph's Primary School gives priority in enrolment to students who are baptised Catholics. St Joseph's Primary School may also enrol students whose families are willing to support the foundational values of Catholic schools in the Diocese of Lismore.

Enrolment of a child into Joseph's Primary School cannot be guaranteed. A fair and transparent process to determine the priority of enrolment will be implemented. Some discretion is given to the Principal, in consultation with the Parish Priest, and in determining whether priority is given to children from other than Catholic families. Once enrolled, all students should know that they are cared for and accepted as a student of Joseph's Primary School.

POLICY

St Joseph's Primary School always remains a ministry of, and is embedded in the life of, the Macleay Valley Catholic Parish.

Catholic education at St Joseph's Primary School commits to the following aims:

- Supporting the Catholic faith at all levels of Catholic school life with enthusiasm and a sense of vocation.
- Nurturing each individual student's growth; spiritually; academically and; emotionally, as per the Diocese of Lismore's Fullness of Life Framework.
- Offering excellence in educational opportunities founded on the Mission of Jesus Christ, and articulated in The Mission of Jesus Christ Foundational Values: Catholic Education in the Diocese of Lismore.
- Fostering strong parent partnerships and engagement.
- Creating and maintaining Christ centred and pastorally caring communities who respect and nurture each other, the wider society and the world, according to the teaching of Jesus.

Parents and caregivers are invited to enrol at St Joseph's Primary School in full knowledge of the expectations around the Catholic Faith and the teachings, beliefs and practices of the Catholic Church.

As such, it is an expectation that parents of St Joseph's Primary School children are;

- To commit themselves to the regular payment of school fees and levies.





St Joseph's Catholic Primary School

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- To be committed to giving their child/children every opportunity to experience and practise their faith both at School and home.
- To support and encourage all school policies, rules and expectations.
- To present their children to school on time, in correct uniform and with appropriate food.
- To ensure their children partake fully in all school programs and events.
- To support and respect all School staff and school learning and wellbeing requests.

ENROLMENT PRIORITY

The following agreed order of priority for enrolment at St Joseph's Primary School is adhered to. This policy does not restrict a parish or parishes from a zoning arrangement, with the approval of the DLCSL Board.

Priority for Enrolment at St Joseph's Primary School

- Baptised Catholic children of Catholic families from within the parish/region.
- Children of Catholic families from within the parish/region. Children of other-than-Catholic families who currently have or have had siblings within the school (including children of employees of the Diocese of Lismore).
- Other-than-Catholic children transferring from another Catholic school first from within the Diocese of Lismore then from other Catholic Dioceses.
- Children who access parish early childhood services (if available).
- Children recommended for consideration by the Parish Priest.
- Children of other-than-Catholic families who are open to and supportive of the spiritual and religious possibilities offered by a Catholic school.

Year 1-6 Enrolment Applications for the Forthcoming School Year

Parents and Caregivers who are applying to enrol a child or children for the forthcoming school year will not be scheduled an enrolment interview prior to November. Decisions regarding the acceptance of the enrolment will be made by the Principal or delegate, and will be made using the following considerations for the forthcoming school year;

- availability of places.
- class composition.
- ability of the school to meet student needs.
- The need to maintain the Catholic character/ethos of the school.

Exceptions to this are up to the Principals discretion, and may include families from out of the region who are moving to the area and require an accepted position in the school prior to moving. Families enrolling a child in the forthcoming years kindergarten cohort who have older siblings also applying for enrolment.





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Enrolment of Kindergarten Students

Children enrolling into kindergarten must turn 5 years of age on or before 31 July of the year of commencement. All children must be in compulsory schooling by their sixth birthday. Students are expected to start school at the beginning of the academic year.

Formal Kindergarten interviews are held in term two (April-June), with acceptance letters being sent in the last week of term two, either confirming enrolment or indicating that the applicant has been unsuccessful. This letter will also offer the successful applicants the opportunity to attend our Transition to School Program- Joey's Juniors.

OUTCOMES

- Catholic schools, inspired by the person and teachings of Jesus Christ, must always be places that are authentically Catholic and centres of educational excellence. In choosing a Catholic school, parents and guardians agree to respect and support the Catholic identity of the school and its role in the parish.
- Enrolment forms and marketing materials for enrolment and interview, should be explicit in detail regarding student participation in Catholic life i.e. School Masses, Liturgies, Religious Education classes, Prayer, Retreats etc.
- Catholic schools are seen as evangelising places and, regarding many families, the “interface with the Church” (Rymarz 2016). Therefore, pastoral care support and opportunities for involvement in parish life should be discussed at enrolment with all families.
- The number of non-Catholic students enrolled must be given discernment, keeping in mind the Catholic identity of the school.
- St Joseph's Primary School is committed to a K-12 continuum.
- St Joseph's Primary School recognises and accepts the responsibility to welcome and support those who are poor, marginalised and whose need is the greatest. No Catholic child is to be denied a Catholic education because of a family's genuine inability to pay school fees.
- Catholic schools are committed to the inclusion of children with special needs through the processes set out in the CSO Inclusive Practices Policy.
- A higher priority should be given to applicants with the greatest need within each level of priority. Consideration should be given to children of families who are recommended by the Parish Priest. The Principal will make the final determination.

The following considerations, which are at the discretion of the Principal, may help determine eligibility;

- availability of places.
- class composition.
- ability of the school to meet student needs.
- The need to maintain the Catholic character/ethos of the school.





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Policy Adopted: June 2020	Policy last reviewed: 17 Aug 2023	Policy to be Reviewed: Ongoing Within five years of last review
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