St Patrick’s Primary School
Griffith

Enrolment Policy

Rationale

St Patrick’s School is committed to a system of education which is true to the mission of Jesus Christ, and which, at the same time, recognises and acknowledges the sacredness and uniqueness of each individual, created in the homage of God and carved in the palm of God’s hand.

Values

St Patrick’s School will welcome all catholic children. Where places are available, we will welcome children from other religious traditions and faiths who seek what a catholic education has to offer.

Parents, as the first educators of their children, enter into a partnership with St Patrick’s School to support and promote their child’s education, in particular their education in faith.

Policy Statement

Enrolment at St Patricks is accepted on the understanding that parents, carers and students support the Catholic ethos of the school. It implies a commitment to support the philosophy and aims of the school and a willingness to cooperate in their implementation.

Consequences

- The Principal and Assistant Principal are responsible for enrolments at St Patrick’s Primary School.
- All Catholic children who are baptised Members of the Sacred Heart Parish will be given the first priority.
- All Catholic children who are baptised Members from other Catholic parishes within the MIA and outside the MIA (from other towns and States) will be given second priority.
- Third priority for enrolment of children from other religious faiths will be considered if places exist.
- Enrolments are subject to the availability of appropriate human and physical resources.
• All parents will give a firm undertaking that they will accept and support the life, nature and identity of the Catholic School, including the participation of their children in religious education programs.
• No child is to be denied Catholic schooling simply because of an inability, as against unwillingness, to pay.
• All parents enrolling their children in a Catholic Diocesan school must complete the official enrolment form and return it.
• Prospective parents are required to attend an interview with the Principal and Assistant Principal. Activities are conducted with the child to ascertain what the child is capable of achieving at his/her level.
• Parent involvement in the life of the school is strongly encouraged.
• Parents commit to paying the prescribed fees and levies. The payment of school fees is a condition of continued enrolment.
• Parents are expected to outfit the student/s in the stated school uniform.
• The following documentation is requirement for enrolment – Birth Certificate, Baptism Certificate, Immunisation Certificate and any medical or educational reports deemed appropriate.
• A child with special needs will be considered on a case-by-case basis for enrolment. An ascertainment meeting will be held with the Special Needs Coordinator, Principal or Assistant Principal, CSO staff and other relevant personnel before a decision is made.

Sandra Campbell
Principal

Craig Yardley
Chairman of the Board
PROCEDURES

1. Implementation of this procedure is the responsibility of the Principal or his/her delegate: the Principal or his/her delegate may consult with appropriate staff prior to offering enrolment.

2. A holding fee, plus an administration fee and copy of a birth certificate and baptismal certificate (if applicable) are required with the return of the application. The non-refundable holding fee, which is only applicable to new families and guarantees placement for your child, is credited off your school fees, based on the acceptance of your offer. Refer to page 3 of the Application for Enrolment.

3. For all new students enrolling in the school, an interview will be arranged with the Principal before enrolments are accepted.

4. Where applications for enrolment out-number the available vacancies, the following criteria will be taken into consideration:
   a) Siblings of family members (who are Catholic) already at St Patricks Primary School
   b) Siblings of family members already at St Patrick’s Primary School
   c) Children of families who actively identify with and support St Patricks Parish
   d) Children of families who actively identify with and support other Catholic Parishes
   e) Children of families relocating from other Catholic Schools
   f) Children from other faith traditions
   g) If needed, the date of the enrolment application

5. The enrolment of any children with special needs may be assessed outside the above parameters.

6. For students enrolling in kindergarten, parents/guardians will be advised of acceptance or non-acceptance of enrolment by the end of Term 3 prior to the beginning of the new school year.

7. No enrolment is accepted until the signed Enrolment Agreement is returned to the school.

8. The Principal advises parents of acceptance or non-acceptance of enrolment.

9. Termination of enrolment is a possibility when the attitude or behaviour of a student creates serious conflict with the philosophy and/or Vision and Mission Statements of the school. Refer to the Positive Behaviour Policy. In such instances the case will be managed according to the policy of the Catholic Schools Office.

10. Termination of enrolment is a possibility when there is a significant failure to meet contract requirements for school fees by parents or guardians capable of meeting their financial commitment.
11. If the situation where special circumstances arise, consultation with the Parish Priest will occur.

ADMISSION TO KINDERGARTEN

There will be ONE admission to kindergarten every year at St Patrick’s Primary and this will occur at the beginning of the Academic Year.

Children may be admitted in Term 1 provided:
- They are five years of age
- They will have reached five years of age NO LATER than July 31st in that same year

If a child turns five between July 1st and July 31st, the parents will be counselled against enrolling their child. However if it is still their intention to enrol their child, they will be asked to complete and sign a form acknowledging this counselling.

On enrolling a child at St Patrick’s School an information package is given to the family. There is then an interview with the parents and child and a tour of the school.

An orientation day for the incoming Kindergarten enrolment year will be held, the date and format of which will be advised prior.