ENROLMENT POLICY

ST JOSEPH’S SCHOOL
KINGSWOOD

Updated June 2012
St Joseph’s Kingswood is all about our children. We create and uphold a nurturing environment for our children, families, teachers, volunteers, and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education, and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

1. Purpose

The Enrolment Policy has been developed by the School Board to provide parents with positive guidelines upon which a child will be offered a place at St. Joseph’s School, Kingswood. This policy incorporates the relevant sections of the guidelines as established by the Catholic Education Office.

2. Accountability

All members of the School Board and school community are responsible for promoting adherence to the policy, and complying with the policy and standards.

3. Policy and Procedures

3.1. Age requirements

Irrespective of the number of vacancies the following age requirements will apply to all children seeking entry into Reception;

3.1.1. Children who turn five up to the end of February in each year will be enrolled in the Reception class at the start of Term 1.

3.2. Principal Selection Criteria

When a situation arises where there are more applications for positions than places available, a selection process will be adopted. In ordinary circumstances the Principal will decide on the acceptance of the applicants, basing his/her decisions on the criteria as set out in this policy. In extraordinary circumstances a selection committee may be formed consisting of the Principal, the Chairperson of the School Board and the Parish Priest or his delegate. The adoption and use of these criteria is designed to enable the committee to reach a decision in a manner, which is fair and equitably just to all applicants. St. Joseph’s seeks to be transparent in the enrolment processes, which includes providing feedback to unsuccessful enrolment applicants.

Children will be offered a position at the school on the basis of the following criteria and in the order shown;

3.2.1. Siblings of Other Children at the School

The first priority in filling a vacancy will be given to those children who are siblings of other children at the school.

3.2.2. Children of the Catholic Faith from the Kingswood Parish

As St. Joseph’s School is a Catholic School established to provide a Catholic Education for the children of Catholic Parents, priority will be given to children of the Catholic faith. However, within this broad criterion, further priority will be given to children from families who are able to demonstrate an active involvement in the life of faith within their parish. In sending children to the school, parents must be willing to assist in the Catholic Education and Sacramental preparation of their children.

3.2.3. Children of the Catholic Faith from other Parishes

3.2.4. Children of Other Christian Traditions
The fourth criteria that will be adopted will be for those children of other Christian faiths and, as above, priority within these criteria will also be given to those children who come from families who are able to demonstrate an active involvement in the life of their church. Parents of children of other faiths are expected to support the concept of a Catholic Education within the school and be involved in all aspects of the school’s education processes.

3.2.5. Children of other Faiths

The fifth criteria that will be adopted will be for those children of other faiths and, as above, priority within these criteria will also be given to those children who come from families who are able to demonstrate an active involvement in the life of their church. Parents of children of other faiths are expected to support the concept of a Catholic Education within the school and be involved in all aspects of the school’s education processes.

3.2.6. Children of no Religious Affiliation

Finally, if there are still vacancies, children of no religious affiliation will be offered positions at the school. However, as is the case for children of other faiths, parents with no religious affiliation who wish to send their children to St. Joseph’s must undertake to support the school in its desire to provide a Catholic education for all its students. The school undertakes on its part to involve these parents in all aspects of the education process while respecting their wishes in regards to the sacraments for their child or children.

3.3. Second selection criteria

If after an examination of all of the applications for a given year against the Primary Selection Criteria, there still remains a situation where there are more applications than vacancies, a secondary set of criteria (length of application, geographic location and interstate/intrastate transfers or other circumstances) will be adopted.

3.4. Formal Interviews

Interviews for enrolment into St Joseph’s Kingswood are generally held 18 months before intended commencement dates. However, circumstances of parents / caregivers play a significant part on when these occur.

3.5. Transition

St Joseph’s applies a multi-step transition programme for new enrolments as deemed appropriate and as circumstances permit. This to work towards the goal of providing the best possible placement for the student within the resources that the school has.

3.6. Enrolment fees

3.6.1. Application for Enrolment

All applications for enrolment at St Joseph’s Kingswood will require a $50 payment upon lodgment of an Application for Enrolment form. This is a nonrefundable consideration.

3.6.2. Acceptance fee.

Acceptance of a place at St Joseph’s Kingswood will require a payment of $300 lodged with the acceptance letter to formally secure the place for the child in the agreed year of commencement. This fee will be deducted from the student’s first school fees account in the year of commencement at the school. In the event that the enrolment does not proceed the fee is not refundable.
3.7. **Continuing enrolment.**

Each year parents / caregivers will be asked to respond to a “Returning to St Joseph’s Kingswood” proforma which is issued in early Term 2. The expectation and policy of the St Joseph’s School Board is that parents / caregivers will inform the school of their intention to continue or conclude enrolment of their child/ren for the following year. A place is secured for the student for the following year upon return of the proforma with the “returning to St Joseph’s” section completed and signed. If a ‘Returning to St Joseph’s Kingswood’ proforma is not returned, it is deemed by the School Board that the enrolment will continue for the following year.

**Parents / caregivers commit to the placement unless notice is given before the end of the second term of the year the child is to conclude their enrolment at St Joseph’s Kingswood.** A default charge of TWO TERM’S SCHOOL FEES will be levied if appropriate notice is not given.

Please note there is NO ACTUAL CHARGE for securing a continuing placement. The fee only applies if notice requirement is NOT met.

3.8. **Special circumstances**

As with all fees and charges the school raises, the principal through the authority of the parish priest and school Board has the discretion to consider all circumstances relating to fee payment which may arise from time to time. Parents / caregivers are encouraged to make a confidential appointment with the principal if the need arises.

4. **Review**

This policy will be reviewed every 3 years, or earlier if information becomes available that significantly affects the content of the policy.