



St Joseph's School
Kingswood

ENROLMENT POLICY

ST JOSEPH'S SCHOOL KINGSWOOD

Rationale

St Joseph's School Kingswood is a Catholic school in the Josephite tradition. 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.

Should the reader of this policy need clarification or confirmation on any item in the document, this should be sought through the School's Leadership Team.

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. Minimum Age Requirements

Subject to the other criteria set out in this policy, children who turn five up to the end of April in each year will be enrolled in a reception class at the start of Term 1. Children who commence school at the beginning of the school year will normally complete 4 terms of Reception.

Subject to the other criteria set out in this policy, children who turn five between May 1 and October 31 each year may be enrolled in a reception class at the start of Term 3. Children who begin school in the middle of the year will normally complete 6 terms of Reception.

3.2. Primary 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 their 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 their delegates. 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 School Kingswood 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 Kingswood 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 School Kingswood 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. Secondary 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 School 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 School Kingswood 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 School Kingswood will require a \$50 payment upon lodgement of an Application for Enrolment form. This is a non-refundable consideration.

3.6.2. Acceptance Fee

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

Parents or caregivers commit to the placement, unless notice is given before the end of the second term of the year the child is in to terminate their enrolment at St Joseph’s School Kingswood. A default charge of TWO TERM’S SCHOOL FEES - the equivalent total fees, including levies, supplementary fees and discounts, that the school would have received over two terms should the child or children have stayed at the school - **may 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 or caregivers are encouraged to make a confidential appointment with the Principal if the need arises.

4. Review

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