

St Joseph's Jerilderie

Wisdom through truth and love



Enrolment Policy and Procedures

St Joseph's Primary School



St Joseph's Primary School Jerilderie follows the [Enrolment Policy](#) and procedures of the Catholic Diocese of Wagga Wagga.

Vision & Mission

Vision

St Joseph's is a community of faith underpinned by Gospel Values which promote Learning for Life, Learning from Life, Learning as Life.

Mission

To achieve this vision the St Joseph's Primary School Community commits itself to:

- Create a Christian community which develops the knowledge, understanding and practice of our Catholic faith tradition.
- Provide a happy and safe environment where all members treat each other with respect, tolerance and dignity.
- Empower students in developing their potential as life-long learners with inquiring minds and a desire for knowledge.
- Promote an appreciation of God's creation and our role within the wider community.
- Value and support the role of parents as primary educators of their children and encourage their involvement in the life of the school.

Religious Dimension

St Joseph's Catholic Primary School is a centre of the New Evangelisation called to proclaim and give witness to Jesus Christ. We recognise that every child is unique, made in the image of God and entitled to respect and dignity and to feel valued and supported to the fullness of life.

All subjects are taught under an overarching Christian vision of life. Our Catholicity permeates teaching and learning across all key learning areas without diminishing the integrity of each subject. Inspired by this vision students are;

- Encouraged to develop critical thinking to evaluate the world's structures in light of the gospel.
- Supported to live and work creatively in a Christian community of life-long learners.
- Guided to become more knowledgeable about their role as Stewards of Creation.
- Provided with diverse opportunities to develop intellectually, spiritually, emotionally and physically through an evolving commitment to the teachings and mission of Jesus in promoting life in abundance for all.

ENROLMENT POLICY AND PROCEDURE

The CEDWW has established an [Enrolment Policy](#) which is implemented by all systemic schools in the Diocese. The implementation of this policy is monitored by the CEDWW.

All parents applying to enrol their children at St Joseph's Catholic Primary School must complete the ['Application to Enrol' Form](#) and if application successful will then need to complete the ['Enrolment Agreement' Form](#).

The closing date for enrolment in a class for the following year is advertised through the newsletter, public notices and the school website.

Parents must be prepared to abide by the provisions of that form, and give a firm commitment that they accept and support the life, nature and identity of the Catholic school, including the participation of their children in religious education programmes and to the support they give the school in the Catholic education of their children.

The enrolment process includes an interview between the prospective student, parent/carer and the Principal to ascertain readiness and suitability of the student for the school.

It is St Joseph's Catholic Primary School policy to allow for the enrolment of children into Kindergarten who turn 5 years old before 1st March in the year. Students are to start school by the age of 6 years old. By law students must commence school when they turn six years of age. All students must complete Year 10, or be 17 years old before they leave school. The date of application for enrolment is used to determine a priority order within an enrolment period. The following priorities will then be considered:

1. Catholics within the Parish.
2. Siblings.
3. Catholics outside the Parish.
4. Non-Catholic students in agreement with a Catholic ethos.

Enrolments after closing date are accepted depending on suitability and vacancy in the year group.

Pre -Enrolment Process

Applications K-6 Throughout Calendar Year

- Pre-enrolment may be made at any time for students wishing to commence throughout the school year.
- An Enrolment Application and Information Handbook are available on the school website or from the school office.
- Once completed, the form needs to be returned to the school office. At this time the office staff will check the enrolment form and identify any additional documentation.
- An interview with the Principal will be coordinated for the parents and prospective students.
- A file is created with all documentation in time for the interview.

Kindergarten Applications For Following Calendar Year

- The enrolment period for Kindergarten is generally the month of March or as decided by the Catholic Education Diocese of Wagga Wagga. The opening and closing dates are advertised locally through the newsletter, public notices and the school website.
- Application forms and enrolment packs are available from the school office or website.
- All sections of the enrolment form should be completed and returned to the school prior to the closing date for enrolments.

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- Upon return of the completed forms, school office staff will check the enrolment form and identify any additional documentation required and then coordinate an interview with the parent, student and the Principals.
- All documents must be provided and reviewed prior to the interview.
- Visa documents **must** be provided and certified by the St Joseph's Catholic Primary School Staff.
- Birth Certificate **must** be provided and a copy needs to be attached to the enrolment application.
- Baptismal Certificates must be provided and copies taken by the office staff and attached to the enrolment form where applicable.

Special consideration is to be given if an application falls into the following categories. The Principals are required to contact the appropriate personnel at the office of Catholic Education Wagga Wagga:

1. enrolment of students with special needs/learning difficulties
2. enrolment of non-Australian citizens
3. enrolment of temporary residents
4. enrolment of students on student visas
5. enrolment of exchange students
6. enrolment of students on visitors visas
7. enrolment of ESL – New Arrivals
8. enrolment of LBOTE students
9. enrolment of Indigenous students
10. part-time enrolment

All communication with applicants and Catholic Education Dioceses of Wagga Wagga staff in regard to the applicant's enrolment must be filed in the appropriate student files.

Conditions of Enrolment

If any misleading information has been provided on application for enrolment, or any omission of significant, relevant information made, acceptance of enrolment will not be granted. If discovered after acceptance the enrolment may be withdrawn.

On enrolment, parents agree to pay all school fees, levies and charges incurred while their child is enrolled (including any expenses incurred by the school as a result of late or non-payment).

No student will be refused enrolment because of an inability, as distinct from an unwillingness, of a parent/guardian to meet their school fee commitments. Parents should contact the Co-Principals to discuss particular circumstances.

As a condition of continuing enrolment, parents agree to accept and support the discipline and attendance policy of the school. Breach of these policies, may lead to an enrolment being cancelled.

Special Education Requirements and Ascertainment Process

Where an application indicates that a student has a special educational need, the Principal will refer it to the IDL teacher at the school.

The IDL teacher will, with the Principal, assess whether or not the school (supported by the CEDWW) can provide the facilities, resources and suitably trained personnel to support the educational needs of the applicant.

ENROLMENT POLICY AND PROCEDURE

The Principal and IDL teacher will then meet with the applicant's parents/caregivers to discuss the prospective enrolment prior to the application being considered. (Ascertainment meeting).

St Joseph's follows the CEDWW Ascertainment guidelines.

1. APPLICATION TO ENROL

- Enrolments open early March in the year prior to commencement.
- Parent/Carer downloads or collects a hard copy of the Enrolment Package.
- Parent/Carer completes Application to Enrol, providing all required documentation in the parent checklist (see page 28) and submits application directly to first preference school.
- It must be understood that submission of the Application to Enrol and documentation does not guarantee an offer of enrolment.

2. PRINCIPAL/SCHOOL INTERVIEW WITH FAMILY

- Family interviews begin in Term 1 and continue through to Term 3, depending on school procedures.
- The interview focus will be to determine the needs of each student.
- When enrolling a student with a disability and additional needs, the Principal, in consultation with appropriate personnel, is required to follow the Ascertainment Process for the Enrolment of Students with Diverse Learning Needs.
- If a student or parent/carer is on a Visa, the school will liaise with the Attendance Officer at CEDWW prior to any enrolment offer being made.

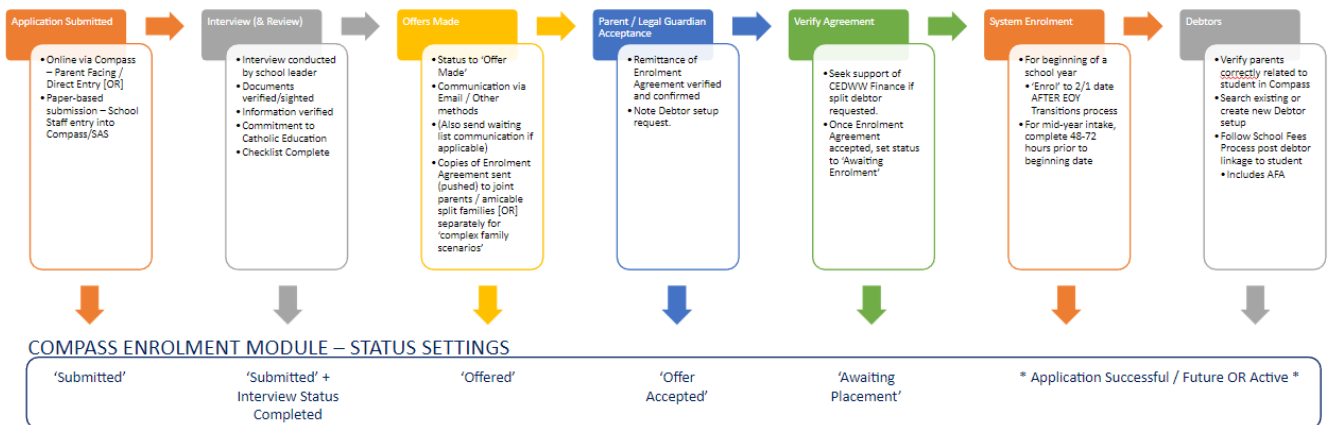
3. CONFIRMATION OF OFFER AND ACCEPTANCE OF ENROLMENT

- Parents/Carers receive a written enrolment offer from the school.
- Parents/Carers need to confirm in writing their acceptance of this offer. Unsuccessful applicants will be notified in writing.
- All parents/guardians will be required to complete an 'Enrolment Agreement'. This will be supplied by each school after acceptance is received.
- Students may also be placed on a waiting list. Any formalised waiting list is to be prioritised and procedurally fair. Appeals against the decision shall be made firstly to the Principal and then to the Director of Catholic Education or delegate at CEDWW.

4. ORIENTATION SESSIONS FOR STUDENTS

- Orientation/Transition Programs for incoming students are usually held in Terms 3 or 4. The arrangements may vary depending on the school and the needs of the students.

CEDWW Schools Enrolment Process



Enrolments Overview

The enrolment process has two main phases:

- An application phase.
- An accepted phase.
- The best analogy that can explain how this now works is like getting a home loan from a bank. You apply, and then once approved, you sign the contract. This is why there are two main templated documents supplied to schools.

The '[Application to Enrol](#)' document, which if done offline collects all necessary information to be added to the entered application via Compass. [OR] Parents will just do this online.

The '[Enrolment Agreement](#)' replaces the existing legal enrolment forms of the past and is pushed directly from the school to the signing parties (legal guardians - jointly or separately) when the offer to accept the student is made by the school.

Application to Enrol Phase

Application of Enrol - Hard Copy Method

The master template is accessible via the common link. This link can be listed on school sites as an alternative method and can be used to print hard copies. The link will always contain the latest version.

Application to Enrol Document

This is intended as the back-up hard copy process to an online application submitted by parents/legal guardians directly and hence can be substituted accordingly as required. School is recommended to preference/promote in application packages to complete the Application Process online.

Online Method Via Compass

Schools will be able to offer online application entry via Compass once it is enabled at your school.

The Enrolment Phase

This phase is initiated at the 'On Offer' stage of the enrolment process. It requires that a hard copy of the Enrolment Agreement is completed by all legal parents/guardians as well as the Working in Partnership Agreement.

The Enrolment Agreement

The document template was released to schools via school leadership at the end of Term 1, 2022. Within that release information, schools were directed to ensure that any beginning student from Day 1, Term 2, 2022 and onwards has a completed and verified Enrolment Agreement on file. This is by far the most important document for schools to accurately collect and keep.

Exemption from Enrolment

In any instance where there is an exemption from enrolment. The principal will liaise with CEDWW and the parents to approve and action this request. General principles:

- A child may be exempt from being enrolled at and attending school if the Minister or delegate is satisfied that conditions exist which make it necessary or desirable that a Certificate should be granted. A Certificate of Exemption may be given subject to conditions and limited to a period specified in the certificate. Outlines staff with delegated authority for granting exemptions.
- In the case of parents/carers of children of compulsory school age seeking authority not to enrol, this must be considered as an application for exemption from school enrolment.
- Under Section 25 of the NSW Education Act 1990, the Minister may grant a certificate of exemption.
- Certificates of Exemption must only be granted when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term.
- Alternatives to exemption should have been fully explored. For example, it may be in the student's best interest and be more appropriate to access Distance Education.
- A Certificate of Exemption should not be approved where the student has been the subject of a child protection report to Family and Community Services and/or there are unresolved issues concerning a risk of harm. Prior to granting a Certificate of Exemption a risk assessment should be completed to identify and manage risks.
- Where the delegate is aware of existing child protection concerns, (including where it may be in the child's best interests to grant the exemption), the Director Performance and Manager Wellbeing Team must be consulted prior to approval being granted.
- In the case of students of compulsory school age who are enrolled in a school, applications for exemption from school attendance must be submitted in advance of the date from which exemption is sought.

- Exemptions from school attendance cannot be granted retrospectively.

Reasons For Exemption From Enrolment

- Age, where a child turns six years on or after 1 October and is engaged in:
 - full time preschool education at an accredited preschool for the remainder of that school year.
 - full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at school not later than six months after the child's sixth birthday.
- The health, learning or social needs or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday.