



# St Saviour's Primary School Enrolment Policy

(July 2011)

## **VISION STATEMENT**

*St Saviour's Primary School is an educational community living out Christian values each day.*

*Our Vision is:-*

- *That each child is valued and respected.*
- *That each child's giftedness is recognised.*
- *That each child's potential is realised.*
- *That each member of the school community strives for goodness.*

## **RATIONALE**

This Enrolment Policy reflects the values espoused in the Mission of the Catholic School. It seeks to provide clear, fair and equitable guidelines for the enrolment of all students.

St Saviour's Primary School strives to be a caring Catholic school, where each community member feels safe, included and respected. Belonging to the Toowoomba Diocesan Catholic Education Office, St Saviour's Primary School is part of the St Patrick's Cathedral Parish.

St Saviour's Primary School offers co-education from Prep to Year 7. The school population consists of students from a wide variety of socio-economic, cultural and religious backgrounds. Approximately 80% of the students are Catholic; the remaining students belong to a variety of religious denominations. St Saviour's Primary School has a number of children with special needs.

St Saviour's Primary School is a diverse community that actively seeks to welcome and involve members of the community in the life of the school. Staff emphasise attitudes and values that promote tolerance, dignity and respect for all people.

## **VALUES**

St Saviour's Primary School is committed to developing each child's spiritual, social, academic, physical and cultural growth in an atmosphere of genuine care and concern.

As a Catholic school, St Saviour's Primary actively promotes the beliefs and traditions of the Catholic faith. Students will participate in Religious Education lessons, school and class prayer/liturgies, and other activities and events that support the schools religious values and beliefs.

## POLICY STATEMENT

Application for enrolment is open to all students whose parents/guardians/caregivers appreciate the philosophy of Catholic Education and the Vision and Mission Statements of the school. The Catholic Education Office and schools are bound by the *Privacy Amendment (Private Sector) Act 2000*, and has adopted the ten (10) National Privacy Principles. A hard copy of the Privacy Policy may be provided on request.

### Application for Enrolment

- St Saviour's Primary School activates Applications for Enrolment in the year prior to the child commencing school. Applications for future years will be kept on file until the appropriate year.
- Parents/guardians/caregivers contact the St Saviour's Primary School to obtain an Application for Enrolment Form which will include a 'Learning in the Prep Year' information sheet (Prep parents only) and a schedule of Fees and Levies.
- Parents/guardians/caregivers return a completed Application for Enrolment Form to St Saviour's Primary School Office by the expected due date. Each application must include a copy of the students Birth and Baptismal Certificate and a recent school report card (if enrolling in Years 1-7).
- If required, permission will be sought from parents/guardians/caregivers to enable St Saviour's Primary School to contact the child's preschool/school to discuss their educational needs, literacy and numeracy ability, social and emotional maturity.
- St Saviour's Primary School provides a written letter to confirm that an Application for Enrolment has been received.

### Assessment Process

- Children enrolling in Prep must turn five by 30<sup>th</sup> June of the year of intended commencement at St Saviour's Primary School.
- St Saviour's Primary School does not operate on a 'first in basis'. Where applications for enrolment exceed available vacancies, enrolments are prioritised by:
  - School families – where siblings are already attending St Saviour's Primary School
  - Parishioners of St Patrick's Cathedral
  - Parishioners of other Catholic Parishes
  - Intention to continue to Year One at St Saviour's Primary School
  - Date of Booking
- Confirmation of enrolment in Prep and Years 1-7 will depend on the physical space and the level of learning/behavioural requirements of the current enrolments.
- If a place is available and the student meets the required selection criteria, parents/guardians/caregivers will be contacted for an interview with the Principal.

- The purpose of the interview will be to introduce parents to the school; including its values and beliefs, a curriculum overview, policies and practices, school fees and levies. Parents/guardians/caregivers will have the opportunity to ask questions and tour the schools facilities.

### **Enrolment of a Student with Special Educational Needs**

Individual consideration of each application will be made when determining how the school can provide equitable access to a quality education for all students. Consultation will take place with appropriate staff from the Toowoomba Catholic Education Office.

### **Offers / Acceptance of Placement Process**

- If accepted, parents/guardians/caregivers will be notified in writing, and will need to complete and return a St Saviour's Primary School Enrolment Contract along with a nominated non-refundable fee by the expected due date.
- Students will start on a date negotiated with Principal.

### **Review Process**

A review of enrolment may occur when the attitude or behaviour of a student or parent creates serious conflict with the philosophy and/or Vision and Mission Statements of the school. In such instances the Principal will manage the circumstances according to the policy of the Catholic Education Office.

## **DESIRABLE CONSEQUENCES**

### **Principals Responsibilities**

Implementation of this policy is the responsibility of the Principal or the Assistant Principal Religious Education (APRE). Consultation will take place with appropriate staff from the Toowoomba Catholic Education Office.

### **Parent/Guardian/Caregiver Responsibilities**

Parents/guardians/caregivers who enrol their children at St Saviour's Primary School form a partnership with the school which is based on the Catholic faith and families are encouraged to participate in the Religious Education program of both the school and the parish.

Parents/guardians/caregivers must be open and honest in discussing the emotional, educational, physical and psychosocial needs of the child/children to ensure that school is able to cater for their needs.

A family's socio-economic background should not be a barrier to children receiving a Catholic Education. Parents/guardians/caregivers are encouraged to discuss their financial obligations with the Principal.

All students are required to wear the correct St Saviour's Primary School uniform.

**TO BE REVIEWED: 2015**