



St. Joseph's Primary School  
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## **ENROLMENT POLICY.**

Reviewed August, 2013

### **Identity Statement**

St. Joseph's School provides Catholic Education through which God is Glorified in all things.

### **Rationale**

St. Joseph's Parish Primary School celebrates and teaches the Christian traditions of the Catholic Faith. Catholic Christian values are integrated across all areas of the curriculum. Our school 'participates in the evangelising mission of the Church and is the privileged environment in which Christian living is carried out. In this way Catholic Schools are places of evangelisation, of complete formation, of apprenticeship in the lively dialogue between young people of different religions and social backgrounds. The ecclesial nature of a Catholic School therefore, is written in the very heart of its identity as a teaching institution.' (The Catholic School on the Threshold of the Third Millennium 1997 n 19)

### **Vision Statements.**

At St. Joseph's, we believe we are:

A community who celebrates our Catholic Traditions, names Jesus Christ and promotes Gospel Values as a framework for participation in society.

A school where respect for self, others and the environment is nurtured in partnership with all community members.

A community that strives to educate and challenge the whole child to reach their full potential and become life long learners.

A community that challenges all children by planning and facilitating enriching curriculum experiences.

## **Graduate Outcomes.**

### *At St. Joseph's School, we commit to educating children to:*

Have confidence to take their own path and reach their potential.

Be able to grow in a relationship with God.

Be loved and know how to love.

Make their own decisions based on care, respect of themselves and others and the environment.

Be resilient, tolerant, confident and independent.

Be a voice for those who have none.

Be active in the Reconciliation of our country.

## **Basic Beliefs.**

### St. Joseph's School:

Strives to be authentically Catholic and faithful to the Church, its traditions and its teachings.

Expects that those who choose a Catholic school do so on the understanding that they respect and agree to support the catholic identity of the school and acknowledge the importance of religious education for their children.

Is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.

Has a responsibility to welcome, accept and support those who are poor, marginalized and in most need.

In its policy, seeks to include all, rather than exclude.

Will try to ensure that the enrolment process is a welcome manifestation of the teachings and values of the Church.

Is governed by its Canonical Administrator, the Parish Priest, in collaboration with school leadership and the School Board. The governance body is the responsible authority for our school.

Will as far as possible, provide facilities for potential enrolments in conjunction with the governance body and the Diocese.

Will comply with any State or Federal laws, Catholic Education Commission or SSEB Policies and Guidelines in relation to enrolment.

Recognises its responsibility to provide access to children baptised in the Catholic faith.

Will respect the traditions of other faiths.

Will respect the responsibility – Principal, Canonical Administrator, School Board and Staff, for ensuring, that the authentic vision of Catholic education in the community remains the guiding principle of the enrolment policy.

## **Aims.**

St Joseph's School is open to all who seek a Catholic Education for their children and who are willing to support the values and purposes of Catholic Education.

No student will be refused enrolment due to a family's incapacity to pay all or part of the school fees.

Academic, intellectual or physical capacity criteria should not be used as part of the enrolment decision making process.

The enrolment of students with special needs should be considered in the light of the relevant laws, and the policies, guidelines and protocols of the Catholic Education Commission of Victoria and the Sandhurst School Education Board.

Measures which are deemed to measure the degree of faith commitment of the parents will not be used as criteria for enrolling a Catholic student at St. Joseph's.

The enrolment of a student will include continuity of enrolment for all year levels provided by the school. However, school authorities have the decision to discontinue the enrolment in accordance with Diocesan or school policies dealing with such matters.

For Pastoral Care considerations and compassion, the school may give special consideration to individual needs and situations such as:

- Family breakdown
- Family mobility
- Parents/guardians unable to make a commitment
- Late applications in extenuating circumstances
- Students experiencing serious educational disadvantage
- Aboriginal or Torres Strait Islander
- Refugee status

The enrolment of students will be considered in light of class size parameters as set out in the current Industrial Award and Agreements.

## **Guidelines for Implementation:**

*The following criteria will guide the prioritising of enrolments.*

All children must turn five on or before April 30 in the year they commence.

Children baptised in the Catholic faith who are members of Parish communities.

Siblings of children baptised in the Catholic faith already enrolled.

Siblings of other children already enrolled.

Children of other Christian Churches who, with their parents, respect and agree to support the Catholic mission of the School.

Children of other faiths who, with their parents, respect and agree to support the Catholic mission of the school.

## **Procedure:**

Parents and children will be interviewed by the Principal or Principal's nominee prior to the acceptance of the enrolment application.

Copies of the applicant's Baptismal Certificate, if applicable and School Entry Immunisation certificate will need to be obtained.

Prospective students with disabilities will be treated in accordance with the Standards for Enrolment Section 4 Disability Standards for Education 2005.

Enrolments will be considered throughout the year.

Students need to provide.

- Transfer note from former school.
- Copy of School Entry Immunisation Certificate.
- Copy of Baptismal Certificate if applicable.

The Principal will seek further advice from Catholic Education Sandhurst if there are concerns about unjustifiable hardship on the school community should a particular child be enrolled.

## **Appeal Process:**

Appeals against a decision to decline enrolment shall be made to the school within 14 days of receipt of the letter declining enrolment, for consideration by the school's Enrolment Panel.

The Enrolment Panel is chaired by the Principal and will be convened to consider the appeal and any supporting material provided. The Panel may decide that the original decision is to be maintained or the decision is to be reversed or that a place in the school will be offered to the student with particular conditions attached.

The Principal will communicate the decision to the parents/guardian of the student in writing, together with a statement of reasons with 14 days of receiving the appeal.

If the applicant is not satisfied with the decision of the Enrolment Panel, a further and final appeal may be made to the Director of Catholic Education Sandhurst within 14 days of receiving the notification from the school that the appeal was not successful. This Appeal should be in writing to the Director, with reasons provided for the Appeal.

The Director will establish an Enrolment Appeal Panel to investigate the appeal and to offer a recommendation. The membership of the Panel will be decided by the Director but will normally consist of a senior staff member of the Catholic Education Office, the Principal of another school, and a third member with experience relevant to the grounds for the appeal. No member of the Panel will have been involved in the original decision, the first appeal, or in providing advice to the school during either process.

A senior staff member of the Catholic Education Office will convene and Chair the panel. The person lodging the Appeal and the Principal of the school, will each ordinarily be provided with an opportunity to present to the Panel, either in person, via telephone or in writing.

The Appeal Panel will consider all material available and make a recommendation to the Director. The Director will consider the recommendation, and then either accept, reject or modify it.

The decision of the Director will be communicated in writing to the Principal of the school and the appellants.

If the decision of the Director is to allow the enrolment to proceed, the process for enrolling the student will commence as soon as possible.

**Evaluation:**

This policy is to be evaluated according to the policy evaluation cycle against its aims in 2016.

## **APPENDIX 1.**

### **Timeline for enrolment:**

May	Newspaper advertisements, advertising the school are placed Posters placed in the kindergarten Notice placed in Parish Bulletin Open Day held during Catholic Education Week. Enrolment Information Meeting held where enrolment forms and information packs are provided
June	Enrolment forms available for current families Enrolment interviews available from this date
September	Letters of offer are sent Kindergarten / School transition begins
November	Prep Information Session is held
December	Prep Orientation Sessions.