



STUDENT ENROLMENT POLICY

General Enrolments

At St Patrick's Primary School the following guidelines have been extracted from the Catholic Education Office's policy on enrolment at Catholic Schools. For an in depth understanding of the complexities of enrolling students in schools across the Archdiocese the reader is referred to the CEO website: <http://www.ceocg.catholic.edu.au/>

At initial enrolment to St Patrick's, all parents must give a firm undertaking that they will accept and support during the period of their child's enrolment the life, nature and identity of the Catholic school, including the appropriate participation of their children in the approved religious education programs.

No child will to be denied Catholic schooling simply because of an inability of a parent/guardian, as against unwillingness, to meet financial requirements.

Enrolment Categories

Kindergarten Enrolments

At St Patrick's it is general practice that the cut-off enrolment date whereby children commencing in *Kindergarten* will be five (5) years of age by 30 April of the year of enrolment.

Early Age Enrolments

At St Patrick's the Principal has the discretion to process an early age enrolment if special circumstances exist. However, parents will be informed that the school will assess the child's readiness and learning after consultation with the Special Needs Education Services Coordinator. Before agreeing to the early enrolment of the child the Principal will need to seek the approval of the Director. The Principal will inform the child's parents of this consultation process at the time of the enrolment application.

Students with Disabilities

The Principal must refer to Section 6.8 of the Policy and Procedures Manual when dealing with aspects of the Disability Discrimination Act.

When processing enrolment applications from parents/guardians of students with disabilities who seek to be included in regular classes within the school, the Principal must follow the enrolment processes detailed in [Schedule A](#) of the CEO's enrolment policy. The Coordinator of Special Needs Education Services must be contacted for advice during consideration of an enrolment application for a student with disabilities.

Conditional Enrolment

At St Patrick's the Principal may, in discussion with the student, parents, parish priest, staff and CEO personnel, enrol a student on a conditional basis in light of the student's particular situation and/or needs at the time of or during the student's enrolment.

Enrolment Priorities

In implementing the Enrolment Policies contained in **Section 3** and the restrictions outlined in **Schedule B**, of the CEO's policy on enrolments, the following hierarchy of priority has been established at St Patrick's for the consideration of enrolment applications at each school when enrolment applications exceed available spaces.

Primary

- Baptised Catholic children who are members of the designated local parish communities.
- Siblings of children already attending the primary school.
- Baptised Catholic children from other parishes who cannot obtain places in their local parish primary school.
- Baptised Catholic children whose parents seek to enrol them in a parish primary school outside their own parish but who can obtain places in their own parish primary school.
- Baptised Catholic children from non-Catholic primary schools.
- Other children.

Parent Responsibilities

- All parents enrolling their children at St Patrick's must complete the official enrolment form and return it by the due date. Such action, however, does not guarantee enrolment in the school.
- Applications, irrespective of their priority listing, received after the due date will only be considered if vacancies still exist.
- Parents must be prepared to abide by the provisions specified in the enrolment form especially as regards the support they will give the school in the Catholic education of their children.
- The child's parent/guardian must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child.
- The child's parent/guardian must advise the Principal of any Court Order(s) that may exist in regard to the child and provide a copy of the Order(s) for the child's school file.

Enrolment Reporting Requirements

St Patrick's will provide annual data to the Catholic Education Commission on the mix of Catholic, Christian and non-Christian enrolments.

The Commission will monitor enrolment information submitted by the school and action taken by the schools to ensure the Catholicity of the school and the basic aims of Catholic education are maintained.