

# Ss Peter and Paul's School

## Enrolment Policy



***The Catholic School has an ecclesial identity, because it is a part of the evangelising mission of the Church. Yet a distinguishing feature of Catholic education is that it is open to all, especially to the poor and weakest in society. It is vital that the school and parish cooperate, and that the school be integrated into the parish's pastoral program, especially with regard to the Sacraments of Penance, Confirmation and Eucharist. (Ecclesia in Oceania, November 2001 No. 33)***

The Catholic Education Commission aims to provide the choice of Catholic schooling to all those seeking a Catholic education for their children. However, enrolment of a student into an Archdiocesan Catholic school or Catholic school of choice cannot be guaranteed. In the Archdiocese of Canberra and Goulburn, the Catholic Education Commission is responsible to the Archbishop for developing, monitoring and evaluating education policies for Catholic diocesan schools. These policies are based on the teachings of the Catholic Church and reflect the pastoral initiatives of the 1989 Archdiocesan Synod.

### **Related Policies:**

Family Law

Overseas Students

Immunisation

School Fees and Levies

Kindergarten Induction and Students with Special Needs (Disabilities)

### **Purpose:**

This policy provides the context for the enrolment of children in primary and high schools.

### **Policy:**

The Catholic School is a community whose mission it, is to provide its members with a holistic education which takes place in an environment formed by Gospel values and the authentic teachings of the Church. All members of the Catholic School Community have a duty to achieve this aim. Each has a part to play and the co-operation of all, given in the spirit of the Gospel, is a witness to Christ.

The Church has a particular mission to those children in greatest need and special assistance should be given to them.

### **Principles:**

The Catholic System school is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.

Those who choose a Catholic School for their children will give a firm undertaking that they accept and support the life, nature and identity of the Catholic school, including participation of their children in Religious Education programs.

The Catholic school community strives for strong partnerships with the parishes it serves. These partnerships will involve the students, principal, pastors, parents and school staff. These partnerships must be demonstrated and strengthened by the enrolment procedure and practice.

The Catholic Archdiocesan system has the responsibility to welcome, accept and support those who are poor and in need. No child is denied a Catholic schooling simply because of an inability to pay, as against an unwillingness, to pay School Tuition Fees and Levies.

### **Definitions:**

**Parent/Carer** refers to those persons with parental responsibility.

## **Responsibility**

- The Catholic Education Commission of the Archdiocese of Canberra and Goulburn is responsible to the Archbishop of Canberra and Goulburn for developing, monitoring and evaluating enrolment policies for Catholic Archdiocesan Schools.
- The Principal, in collaboration with the Pastor, staff and School Board has responsibility for ensuring that the authentic vision of Catholic education in the community remains the guiding principle in the application of the enrolment policy.
- The Principal is responsible for enrolments. The Principal may form an enrolment committee to provide advice. Ordinarily, the Committee will comprise the Parish Priest/Chaplain (or his representative) and a representative of the School Board as members. The Principal will chair the Committee.

## **Procedure: General Enrolments**

- All parents seeking enrolment for their children at Ss Peter and Paul's School must complete an official enrolment application form. These forms are available from the school office. Parents will be interviewed by the Principal and questions will be asked based on the Enrolment Interview checklist. (See Appendix A)
- At the initial enrolment, 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 is to be denied Catholic schooling simply because of an inability of a parent/guardian, as against unwillingness, to meet financial requirements.
- The attention of parents/guardians is drawn to the fact that acceptance of their children at the Archdiocesan primary school level does not confer an automatic entitlement to enrolment in an Archdiocesan Catholic secondary school. The enrolment of a student in an Archdiocesan Catholic secondary school is a new process and requires the completion and submission of a secondary school enrolment application. Enrolment applications received after the due date will only be considered if vacancies still exist, irrespective of where they might otherwise be placed in the priority order.
- Special enrolment conditions apply from time to time as part of the planning process to ensure the choice of Catholic schooling is provided to as many people as possible. Current enrolment conditions are detailed in [Schedule B](#).
- The Director of Catholic Education may authorise the refusal of an enrolment into a particular Catholic school if such enrolment would adversely impact on the Archdiocesan provision of Catholic education.
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## **Kindergarten Enrolments**

It is desirable for schools to adopt a cut-off enrolment date whereby children commencing in Kindergarten should be five (5) years of age by 30 April of the year of enrolment. A preschool checklist is used by the Principal during the Kindergarten Enrolment interview.

## **Early Age Enrolments**

The Principal has the discretion to process an early age enrolment (Primary or accelerated Secondary school entry) if special circumstances exist.

- Parents must be informed that the school will assess the child's readiness and learning after consultation with the Special Needs Education Services Coordinator.
- For individual cases (primary and secondary school entry) where it is believed that the readiness of a child would warrant his or her enrolment at an earlier age, the Principal must consult with the Coordinator of Special Needs Education Services for an individual assessment of the child's readiness and learning needs.
- The Principal must seek the approval from the Director for an early age enrolment.
- The Principal must inform the child's parents of this consultation process at the time of the enrolment application.

### **Students with Disabilities**

- Principals 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, Principals must follow the enrolment processes detailed in [Schedule A](#).
- The Coordinator of Special Needs Education Services must be contacted for advice during consideration of an enrolment application for a student with disabilities.
- Parents seeking enrolment of a child who is known to require special care or assistance will be required to attend an interview with an enrolment panel.
- If required, the enrolment panel will comprise of the Principal, at least one other member of the school executive and a CEO Special Ed representative (if deemed necessary).

### **Conditional Enrolment**

The Principal may, in discussion with the student, parents, pastor, 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**

The following hierarchy of priorities has been established for the consideration of enrolment applications at each school when enrolment applications exceed available spaces:

#### **Primary**

- Catholic children who have siblings already enrolled at either Ss Peter and Paul's School or Trinity Catholic College
- Catholic children who are members of Ss Peter and Paul's parish
- Non-Catholic children who have siblings already enrolled at Ss Peter and Paul's School or Trinity Catholic College
- Children of other Christian families - after the other priorities for enrolment have been taken into account. Parents of these children should indicate that they support the involvement of their children in their own Faith communities
- Baptised Catholic children from other parishes who cannot obtain places in their local parish primary school
- Baptised Catholic children from non-Catholic primary schools
- Other Children
- Children of non-Christian families - keeping with the above principles.

### **Parent Responsibilities**

All parents enrolling their children in a Catholic Archdiocesan school 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
- Parents are expected to accept a commitment to give their child every opportunity to experience the fullness of their faith at home and to give the child every opportunity and encouragement to practise it by attending each weekend, receiving the Sacraments, daily prayers etc.
- Parents are expected to support and encourage the Gospel values and the standards of behaviour that these imply
- Parents are expected to accept and support the school rules
- Parents are expected to co-operate with regulations set down from time to time by the school authorities. Such regulations are devised to ensure the safety of children and the efficient management of school facilities
- Parents are expected to be supportive of the school authorities, the school administration, the teachers and various organisations working towards the welfare of the school
- Parents are expected to assist whenever possible and support the school's activities and fund-raising efforts
- Parents are expected to commit themselves to the regular payment of school fees and levies
- Parents must accept that all students will partake fully in every aspect of the school program

#### **Prerequisites for processing of applications of enrolment:**

Before any application for enrolment can be processed it is a requirement that the following documentation be supplied to the school:

1. Copy of Birth Certificate and Baptismal Certificate
2. Immunisation Certificate issued by Local Shire Office
3. A previous school/preschool report if available

#### **Immunisation**

- Under the NSW Public Health (Amendment) Act of 1992 parents must be requested to provide an immunisation Certificate on enrolment of their child
- Details of children's immunisation will be recorded on MAZE administration System
- In the event of an outbreak of a vaccine preventable disease un-immunised children will be notified by letter that they will be excluded from school for the period of the outbreak

#### **Enrolment Reporting Requirements**

- The School 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. See [Schedule C](#).

#### **Evaluation:**

The Enrolment Policy will be evaluated by the staff of Ss Peter and Paul's School.

**Appendix 'A'**  
**Ss Peter and Paul's School**  
**Goulburn**



**Enrolment Interview**

Child's Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

Child's Religion: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent's Names: \_\_\_\_\_

Preschool Attendance

Name of Preschool: \_\_\_\_\_ No of days: \_\_\_\_\_

1. Reasons for Choosing Ss Peter and Paul's School:  
\_\_\_\_\_ Catholic values \_\_\_\_\_ live locally \_\_\_\_\_ siblings attend  
other \_\_\_\_\_

2. Is your child ready for school and why?

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3. What are your child's strengths/interests?

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4. What does your child find difficult?

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5. Are there any medical matters that may affect your child?

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6. Are there any family law matters that may affect your child?

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7. Are there any concerns regarding the payment of school fees?

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8. Do you like to be involved in the activities and events of the school?

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Further Comments/Questions?

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Interviewed by: \_\_\_\_\_ Interview Date: \_\_\_\_\_

## Preschool Checklist

<b>Medical Background</b> <ul style="list-style-type: none"> <li>• Medical conditions</li> <li>• Allergies</li> </ul>	
<b>Physical Development</b> <ul style="list-style-type: none"> <li>• Toileting issues</li> <li>• Vision and hearing</li> <li>• Gross Motor</li> <li>• Fine Motor</li> </ul>	
<b>Language Development</b> <ul style="list-style-type: none"> <li>• ESL</li> <li>• Articulation/Punctuation</li> <li>• Listening</li> <li>• Communication</li> </ul>	
<b>Social Development</b> <ul style="list-style-type: none"> <li>• Siblings</li> <li>• Friends</li> <li>• Social Interaction</li> <li>• Conflict</li> <li>• Concerns</li> </ul>	
<b>Preschool</b> <ul style="list-style-type: none"> <li>• Friends at preschool – those coming to SPPG</li> <li>• Learning development</li> <li>• Interest in books</li> <li>• Concerns of parents</li> <li>• Concerns of preschool teachers</li> </ul>	
<b>Additional Support</b> <ul style="list-style-type: none"> <li>• Learning concerns</li> <li>• Behavioural concerns</li> <li>• Outside agencies</li> </ul>	
<b>Observation of child's behavior at interview</b>	<input type="checkbox"/> Right or Left handed <input type="checkbox"/> Pencil Grip <input type="checkbox"/> Can write their name <input type="checkbox"/> Can name colours <input type="checkbox"/> Can count to 10 <input type="checkbox"/> Can write some letters and numbers <input type="checkbox"/> Happy to draw a picture <input type="checkbox"/> Happy to complete the jigsaw puzzle <input type="checkbox"/> Happy to read a book with the Principal <input type="checkbox"/> Shy/reserved <input type="checkbox"/> Talkative <input type="checkbox"/> Cooperative
<b>Other Comments</b>	
<b>Parent requests</b>	
<b>Parent concerns</b>	
<b>Permission to speak to preschool</b>	

## **ENROLLING STUDENTS WITH DISABILITIES**

### **SCHEDULE A**

When responding to and processing enrolment applications from students with disabilities who seek to be integrated into regular classes within the school, Principals must refer to:

- Section 6.8.4 and 6.8.5 of the Policy and Administration Procedures Manual dealing with aspects of the Disability Discrimination Act (1999).
- Section 5 of the Archdiocesan Special Needs Education Handbook (November 1997).
- The Special Needs Education Services Coordinator for advice.

A member of Special Needs Education Services Team must be involved in the processing of enrolment applications via an enrolment process for students with special needs in the following instances:

- Where a student would obviously be eligible for support through the Commonwealth Special Education Program because of an established condition.
- Where a Principal has been informed of a student's disability such as ongoing medical and/or behavioural condition (e.g. ADHD) and whilst not eligible for Special Education funding, such a student would require particular considerations for successful inclusion.
- Where a student with special needs is transferring from another Archdiocesan school.

People involved in the enrolment process should include:

- The School Principal
- The School Special Needs Resource Teacher
- The student's parents/guardians.
- An Education Officer from the CEO Special Needs Education Services Team.

The Parish Priest/Chaplain should be informed of the enrolment application and may wish to be involved in the process.

People involved in the enrolment process may also include:

- The relevant classroom teacher(s).
- The student.
- Other person(s) deemed appropriate.

All those involved in the enrolment process will need to discuss the following matters:

- The student's individual needs.
- The existing school resources.
- The expectations of the parents/guardians.
- The types of funding and resources that may be available.

The checklist for "Enrolment Considerations for Students with Special Needs" should be used by Archdiocesan school personnel, parents, CEO personnel and other relevant persons in considering enrolment options for Students with Special Needs.

The final decision for the enrolment of a student with high support needs will be made by the Director of the Catholic Education Office, after having due regard to all the circumstances pertaining to the child's enrolment application and the support required for the student.

# SPECIAL ENROLMENT CONDITIONS FOR DIOCESAN SCHOOLS

## SCHEDULE B

### NSW Primary Schools

Primary students from the Parishes of Crookwell and North Goulburn will not be accepted for enrolment into the primary section without the Director's approval and serious discussions with the appropriate Principals.

## CATHOLICITY OF ARCHDIOCESAN SCHOOLS

### SCHEDULE C

The Catholic Education Commission will consider the following criteria in assessing the maintenance of the Catholicity of Archdiocesan schools.

#### Treasures New and Old Curriculum

- The implementation of the Archdiocesan Religious Education Curriculum [Treasures New and Old](#) into the schools.
- The embedding of [Treasures New and Old](#) throughout all the Curriculum Documents.

#### Prayer Life in the School

The importance of the formal and informal prayer and liturgy as a vital aspect of the religious life of the school.

#### Sacramental Programs

- The School's preparation for and celebration of the sacramental initiation of its Catholic students undertaken in support of the parish based sacramental programs.
- The involvement of the school community with the Parish Priest, parish personnel and CCD personnel in parish liturgies.

#### Pastoral Care

The implementation of appropriate pastoral care and student support programs for students/families/staff based on the authentic teachings and values of the Catholic Church.

#### Staff

The commitment and example of staff, particularly to the students, in witnessing the values espoused by the Catholic Church and the Archdiocesan Catholic Education System.

#### Parents

- The recognition and support of parents in their primary role as educators of their children particularly in regards to the religious development and pastoral care of their children.
- The assistance to parents in the preparation of their children for the sacraments.
- The recognition of the spiritual and religious needs of children from faith traditions other than the Catholic faith.
- The support of parents in difficulties in meeting financial obligations associated with the school.