

# All Saints Catholic Primary School

# Enrolment Policy



Developed by: Staff and School Board

**Note: All references to 'Staff members' include Administration Staff, Support Teachers, Teachers and Temporary Relieving Teachers.**

## Purpose:

All Saints Catholic Primary School welcomes applications from all families seeking a Catholic Education for their child.

The purpose of this policy is to support parents, staff members and the school community by providing clarity around the criteria and procedures for enrolment.

## Underlying Principles:

- The preferential option for the poor and marginalised is fundamental to All Saints Catholic Primary School
- All Saints Catholic Primary School is committed to the inclusion of Aboriginal and Torres Strait Islander children where possible
- All Saints Catholic Primary School is committed to the inclusion of children with special needs where possible
- Parents are the primary educators of their children, particularly in the area of faith education. On choosing enrolment at All Saints Catholic Primary School for their child, parents enter into partnership with the school focussed on the child's faith development and education
- All Saints Catholic Primary School recognises that parents exercise their right to choose a Catholic education for their child(ren) dependent on enrolment vacancies. Consultation between schools should occur when applications are received from families seeking the enrolment of children who are currently attending another Catholic school
- All Saints Catholic Primary School works to provide continuity of learning where possible for children whose parents have chosen a Catholic education for specific reasons
- All Saints Catholic Primary School recognises the collegial and interdependent nature of our CESA school network, and its responsibility to other Catholic schools to carefully consider the impact of their policy and practices on sustainable levels of enrolment for each school.

## Enrolment Procedure:

**It is recommended enrolment applications be lodged 18 months prior to your child starting school.**

- Applications for enrolment to All Saints Catholic Primary School must be made in writing using the All Saints Catholic Primary School Enrolment Application Form. A \$20 application fee must accompany all enrolment applications.
- Copies of birth certificates, baptism certificates, Visas, Allied Health reports or other relevant documentation should be included with the Application of Enrolment.
- On receipt of the application, an acknowledgment letter will be forwarded to you.

**Please note, acknowledgement of an application is not a guarantee of an enrolment offer.**

- Ideally 12 months prior to the year your child is due to commence school, you will be contacted regarding your child's application and invited to attend an enrolment interview along with your child.
- Following this process, you will be sent a written letter of offer form from the Principal notifying you of your child's acceptance to All Saints Catholic Primary School. You are requested to sign and confirm their acceptance of the offer by completing the Enrolment Acceptance Form and returning it to the school with a non-refundable \$250 deposit. This deposit is deducted from the first year of school fees.
- An Acknowledgment of Acceptance Letter and a copy of the completed Enrolment Acceptance Form will then be sent to you to confirm your child's enrolment.
- Should your application not be accepted for any reason, this will be communicated in writing by the Principal.

## Enrolment Priority Criteria:

The Enrolment Priority Criteria are used in circumstances within the school context where demand exceeds the number of available enrolment places. Principals will exercise discretion in relation to the enrolment of children of families who have special pastoral circumstances. Decisions about enrolment are informed by the following criteria: (not in hierarchical order)

- Baptised Catholic children within the parish(es)
- Siblings of children already enrolled in the school whose families have demonstrated ongoing support for the ethos of the school
- Children already attending a Catholic primary school and whose families have demonstrated ongoing support for the ethos of the school
- Baptised Catholic children and their siblings relocating from rural communities
- Children already enrolled in a Catholic school whose families have supported the ethos of the school
- Children of Catholic families who do not meet the above criteria or who are from outside the local designated Catholic parish(es).

## Enrolment into Reception:

A two intake per year policy applies for children eligible to start Reception in learning programs situated within the following parameters:

- A strong commitment to continuity of learning based on research and developmental growth of children
- A transition into primary schooling which is consistent with CESA ethos and identity
- The flexibility to have either one of two start dates as prescribed by SACCS depending on the needs and characteristics of the local context of a school community
- Children starting in Reception in Term 3 will have a minimum of six terms in Reception

- The criteria for starting Reception on the first day of school in Term 1 is that the child will attain the age of 5 on or before 30 April in that year
- The criteria for starting Reception on the first day of school in Term 3 is that the child will have attained the age of 5 on or before 31 October in that year
- Children whose birthday falls between 1 November and 31 December are not eligible to commence school until the following year.

#### Early Entry into Reception:

- Children identified as gifted may be able to start Reception early.
- Early entry is decided on a case by case basis.
- The decision regarding early entry into Reception resides with the Principal.
- The Principal will make this decision in consultation with the family and teachers concerned with access to relevant reports and information.

#### Students with Disability:

- An enrolment application for a student with disability will be considered on the same basis as all other enrolment applications and in accordance with the legal obligations of the *Disability Discrimination Act (1992)*, the *Disability Standards for Education (2005)* and the *Equal Opportunity Act (SA) 1984*
- Enrolment for eligible children is planned, negotiated and case managed using the CESA Enrolment and Support Process
- The process identifies the child's needs and the reasonable adjustments required to enable the student to access the school and participate in the learning environment on the same basis as a child without disability.

#### Transfer Between Schools:

Where a transfer is possible, consultation between the former and proposed school should occur before acceptance of a student transfer from another metropolitan, country or rural school or college.

- Any Catholic school accepting an enrolment of a student from another Catholic school or school sector should send appropriate advice to the student's previous school. The Student Transfer Advice is to be completed. The School Assistance Act 2008 requires interstate transfers be notified using the Interstate Student Data Transfer Note (ISDTN).

#### Overseas Students:

Relevant visa documents are to be provided to the school with the student application for enrolment to ensure eligibility for enrolment and funding.

#### School Fees:

All Saints Catholic Primary School Fees are set each year by the School Board and are available to the school community in a Fees Schedule. A copy of the Fees Schedule accompanies student fee packs and is available on the school website.

#### Withdrawal of Enrolment:

To support All Saints Catholic Primary School in its future planning we request that at least one term's notice is provided in writing to the school. Should less than one term's notice be given, the family will be billed for the following term's tuition fees. Any variation to this is at the discretion of the Principal.

A Leaving Clearance Form must be collected from the Front Office and completed and returned prior to the child(ren) leaving the school.

## Support Documents:

Catholic Education South Australia (CESA) - Enrolment Policy  
Catholic Education South Australia (CESA) - Enrolment Procedures  
All Saints Catholic Primary School Fees Collection Policy

## Appendix:

Enrolment Application Form  
Enrolment Acceptance Form  
Leaving Clearance Form

Sign:  Date: 27/11/24  
(Principal)

Sign:  Date: 27-11-2024  
(Chairperson on behalf of School Board)

Date to be reviewed: August 2027