

St Francis Xavier Parish Enrolment Policy

Preamble.

Catholic parents are attracted to Catholic schools because of the character and quality of education offered. The integral position the Catholic faith plays in the education of students and the commitment of staff and the Catholic community as a whole, ensures that children receive a well-rounded education with an emphasis on Catholic values.

The Parish Priest is responsible, along with the Catholic Community, to provide the opportunity for students to receive a Catholic education. The Principal is responsible in maintaining the particular character of the Catholic School and imparting Christian values to students.

Non Catholic parents may seek a place for their children in a Catholic school. The admission of non-Catholics forms part of the “saving mission of the Church”¹. Accordingly, the Parish must be responsive to the demands of non-Catholics seeking a Christian education for their children in a Parish school.

The primary motivation of parents in seeking a Catholic education for their children should be the desire for their children to actively participate in the Catholic education system.

Final decision regarding any enrolment lies with the Principal in consultation with the Parish Priest.

Interview & Procedure.

- Parents or guardians (“Parents”) of children wishing to enrol their child or children are required to complete a Parish school enrolment application form and return it to the appropriate Parish school. Applications forms will be dated on receipt.
- Once enrolment applications are processed, Parents will be allocated a time for an interview with either the Principal and/or a senior staff member. Parents and/or child **must** present for an interview as part of the application process.
- The purpose of the interview is to allow the parents and the Principal or delegate to discuss the specifics of the school environment with the Parents and child or children, and facilitate a preliminary discussion of any special needs the child or children may require in order to commence their education.
- Any application for admission to a Parish school is for a place in their chosen school. Once a child is accepted to a Parish school, their continued enrolment is determinant upon continued compliance with the school’s rules and Parish enrolment conditions. Non-compliance with any of the school’s rules or enrolment conditions may result in the child being asked to attend another school.

¹ *The Catholic School – the Sacred Congregation of Catholic Education, St Paul, 1979.*

Criteria for Admission.

- Children who have attained the national starting age or in the alternative are 5 years of age (in the year preceding the enrolment year sought) are given preference over those children with a later date of birth for a place in kindergarten.
- Children who turn 5 years of age prior to 31st July of the year in which enrolment is sought are eligible for enrolment in kindergarten. Children must be enrolled in school prior to turning 6 years of age.
- As a general rule, (subject to families individual needs and circumstances) new family enrolments domiciled east of North Creek are directed to attend primary school at Holy Family Primary School, and new family enrolments domiciled west of North Creek will be directed to St Francis Xavier Primary School, Ballina for their primary school education.

Enrolment Priority.

- The Parish schools will give priority for enrolment to Catholics in preference to non-Catholic applicants.
- Specific priority will be given to sibling enrolments.
- Non-Catholic children of staff in a Parish school will be given the same priority as siblings enrolling but not at the exclusion of any Catholic enrolment.
- General enrolment priority is determined in the following order:
 - (a) Catholic children residing in the Parish enrolling in a Parish School for the first time
 - (b) Catholic children residing in the Parish enrolled at State School
 - (c) Catholic children residing outside the Parish enrolled in other Catholic Schools
 - (d) Catholic children residing outside the Parish
 - (e) Non Catholic children residing outside the Parish enrolled in other Catholic Schools
 - (f) Non Catholic children residing in the Parish enrolling in Parish School for the first time
 - (g) Non Catholic children residing in the Parish enrolled at State School
 - (h) For Xavier Catholic College:
 - (i) Priority will be given to students from St Francis Xavier Primary and Holy Family Primary Schools.
 - (ii) Where possible priority will be given to non-Catholic siblings.

Conditions of Enrolment.

- Continued enrolment by children requires each child to meet the following enrolment conditions:
 - (i) Children are expected to take a full and active part in the faith life of the school.
 - (ii) Parents are expected to give their children every opportunity to experience their faith in the home, and provide encouragement to practise it outside of home.
 - (iii) Parents must accept that all students participate fully in the whole school program.
 - (iv) Parents are expected to support and encourage the standards of behaviour, discipline, dress, cleanliness, tidiness and other expectations of the school.
 - (v) Parents are expected to be involved in school activities.
 - (vi) Parents are expected to be supportive of teachers and school administration.
 - (vii) Fees must be paid in accordance with the School's Fee policy.
 - (viii) Parents are obliged to provide full and truthful disclosure in relation to their social, emotional, academic and health issues.

Children with Additional Needs.

- For children with additional needs, Parents will be required to attend additional meeting(s) with the Principal or other appropriate school staff member. The interview is held to allow further information to be gathered in regard to the Child's needs. Parents should be aware that further consultation with the Principal or a delegate, may be scheduled as required.
- Both the Parents and the school agree to enter an open discourse as to the child's particular special needs, with a view to establishing the child's requirements. The parents should provide the school with the information as to the child's precise capabilities.
- Applications for Children with additional needs will be required to supply supporting literature on the child's additional needs.
- Parents should also supply the contact details of organisations and individuals specialising in the Child's additional need area. Treating doctors and therapists names should also be provided to assist the school in its fact-finding exercise. The contact details of relevant support groups and associations should also be provided.
- The provision of contacts and documents on the child's additional need will allow the school to make a preliminary assessment on the facilities required by the school to meet the child's needs.
- The school will inform the parents that they will contact the relevant experts specialising in the area of the child's special need. Contact will be made (where necessary) with relevant support groups and support personnel (such as treating doctors and carers) which are familiar with the child in question. Should the child be transferring from another school, contact will be made with the school Principal requesting information as to the capabilities of the child and information which may assist the child's integration into the school surroundings.
- An assessment of the school facilities will be made by a specialist in the subject area of the child's additional need and a person who is knowledgeable in the specific child's additional need. Such assessment will be used by the school in making its decision as to whether the school is an appropriate educational setting for the child. The assessment will take into account the specifics of the needs of the child. The school may engage additional experts on this occasion to assist in the preparation in a report by the school.
- A subsequent formal meeting with the Parents, the Regional Additional Needs Officer from the CSO, a member of the relevant support association and current treating doctor(s) shall be convened with a view to determination of the child's application.
- An informed decision will be made after this meeting as to whether the school is the most appropriate educational setting for the child. Recommendations of the expert, treating doctor and members of a support group will be considered by the Principal in deciding upon the success or otherwise of the application.
- Parents should note that the Parish school will make every reasonable effort to accommodate the particular needs of every child. Parents should note that it is the Parent's responsibility to disclose all applicable information regarding a child's additional needs at the time of making the application for enrolment, and render assistance when requested by the school.
- The Principal will advise the parents of the outcome of the Application.
- Subject to a place being available, a successful child will be allocated a place in one of the Parish schools. Children who are successful but are not able to be offered a placement at the current time will be listed on a waiting list for a suitable class vacancy. Parents need to be aware that the normal admission priorities apply.
- Each successful child will be required to undertake an orientation session prior to commencing at the school. Orientation consists of a series of transition mornings, where the child will view a different facet of the school. Circulars will be provided to the child regarding commencement dates, book and uniform requirements, and school fees.
- Parents acknowledge the finite resources within the Catholic education system and must understand that these may not necessarily be comparable to that available in the public education system.

Documentation Required.

Upon enrolment of their child or children, Parents must supply:

- Birth Certificate or Certificate of Baptism (if applicable) with their Enrolment form.
- Immunisation Certificate as soon as the child commences school or a Statement of Conscientious Objection.
- Other documentation that may assist the School's preparation to cater for your child.

Human Immune Deficiency Virus Policy.

- It is a continued condition of enrolment and continued attendance that Parents agree to advise the school (if known to the Parents) that their child is infected with Human Immune Deficiency Virus.
- There is a duty upon the Parish Schools to protect those persons who care for these children, and the child's peers. This duty involves the balancing of the duty of confidentiality owed to the Parents, and with the collective rights of the community.
- Confidentiality will be maintained subject to the following:
 - (i) Communication with the appropriate staff;
 - (ii) Proper counselling of the child (if appropriate)
 - (iii) The school is to be informed immediately of any deterioration in the child's condition.

Immunisation.

Immunisation is an effective method of protecting children attending Parish schools from diseases such as Diphtheria, Tetanus, Whooping cough, Poliomyelitis, Measles, Mumps and Rubella.

Immunisation certificates should be provided as soon as the child commences school. Children not immunised will be excluded from school in the event of any infectious outbreak. These children are not to return to school until notified by the Principal. If a child has been unable to attend school because of being infected with an infectious disease, the school Principal should be notified.

In the event of infectious disease outbreak, parents will be informed by the school via a letter sent home with their child.