

POLICY AND PROCEDURES

ENROLMENT POLICY

In its attempts to nurture students in the Catholic faith and maintain a Catholic ethos within the community, St Peter's School remains open and welcoming to all who wish to join it.

POLICY PRACTICE:

(A) Applications for Enrolment:

Applications for enrolment will be considered in the following order:

- (i) Sibling of students already in the school.
- (ii) Catholic students living within the parish community.
- (iii) Catholic students living beyond the parish community but with special reasons for applying.
- (iv) Other students not included in the above categories.

N.B. For all of the above, belonging to a worshipping community of faith is a large consideration in the *decision-making process*. A child can only be considered as a catholic enrolment upon presentation of a baptismal certificate.

Acceptance of applications for enrolment will be dependent upon considerations re any or all of the following:

- age eligibility – a child entering Prep must be four (5) years of age by 30 June of the previous year.
- class sizes
- the composition of classes
- the physical accommodation available
- the ability of the school to meet the child's needs
- the need to maintain the Catholic character/ethos of the school
- the discretion of the Principal

N.B. Students with 'special needs' will be enrolled in line with the Special Needs Enrolment Support Policy of B.C.E.

(B) Procedure for Enrolment

Terms 1 & 2

Enrolment Applications for all year levels (Prep to Year 6) are submitted at any time for the following school year

Term 2

Family Interviews (Parents/Guardians and Child) with Principal

At this interview the following documentation is essential

Birth certificate

Baptismal certificate (if baptised outside of St Peter's Parish)

Other documentation pertinent to the child's educational needs at the school eg. Specialist assessments, residency orders, previous school reports.

Letters to parents notifying of confirmation of enrolment or placement on waiting list.

Enrolment is confirmed when Confirmation of Enrolment Forms are returned completely and accurately filled out, accompanied by the above documentation and an enrolment fee of \$100 (refundable on first term's fee account).

Term 4

Second Offers – Notification of extra vacancies

New Parents Orientation Night

Prep Orientation Sessions

Social Morning Tea for parents; placement of book and uniform orders

Role of Parents:

- Parents are expected to accept a commitment to give their students every opportunity to experience their faith at home and to give their child every opportunity and encouragement to practise it.
- Parents are expected to support and encourage the standards of behaviour, discipline, punctuality, dress, cleanliness, tidiness and other expectations of the school.
- Parents must accept that all students will partake fully of every aspect of the school program.
- Parents are expected to be supportive of teachers and the school administration. Open communication is actively promoted.
- Parents are expected to help whenever possible (e.g. working bees) and to support the school's activities and fund-raising efforts.
- Parents are expected to commit themselves to the regular payment of school fees and levies, and to contribute to the school building fund.
- Parents are encouraged to participate/be involved in all aspects of the life of the school.
- Parents are expected to honestly and accurately inform the school of any pertinent information regarding their child's needs as part of the enrolment process