



Our Lady of the Way Primary School

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ENROLMENT POLICY

The Catholic Church believes that the task of imparting education belongs primarily to the family and the role of the school is to re-affirm and support that “task” within the context of a comprehensive educational experience.

All enrolment procedures at Our Lady of the Way, are in line with CEDP Enrolment Policy Guidelines.

1.0 Rationale

We believe that:

- *Our Lady of the Way School* bases its educational stance on Gospel Values and the teaching of Jesus Christ.
- Parents, as first educators of their children, need to ‘choose the school best suited to their educational purpose.’
- A strong sense of Catholic community exists between the parish and the school.
- The school’s approach to the educational process emphasises the need for partnership between home and school.
- The enrolment process should be fair and consistent with Diocesan guidelines.
- *Our Lady of the Way School* welcomes a diverse range of students for enrolment for children whose families support the ethos and principles of the Catholic School.
- No student is declined enrolment because of a parent’s genuine inability to pay school fees.

2.0 Aims

- 2.1 Provide interviews for parents wishing to enrol students into Kindergarten & Years 1-6.
- 2.2 Provide parents with the CEDP Enrolment form and necessary documentation to be filled in prior to the enrolment interview.
- 2.3 Contact preschools/previous school of students in order to become fully aware of their particular requirements.
- 2.4 Inform parents by letter regarding the outcome of the interview.
- 2.5 Conduct all enrolment processes in accordance with CEDP guidelines.
- 2.6 Once the enrolment is accepted by the principal and parents, it becomes a contractual agreement lived out in the context of our commitment to integration of faith and life.

3.0 Implementation

- 3.1 The Principal must consult with the parish priest and Director of Performance to ensure that this Enrolment Policy and procedures are given effect.
- 3.2 Where places are limited, priority in enrolment is allocated in the following order, except in special circumstances:
- Children of Catholic families from the local parish;
 - Children of Catholic families who live outside the parish geographical boundaries but regularly attend the school's local parish;
 - Children of Catholic families who are parishioners of another parish;
 - Children of families who actively participate in the life of the school and local parish community;
 - Children of Orthodox families;
 - Children of families who belong to other Christian churches who, with their parents, respect and agree to support the Catholic mission of the school including the faith education it offers for their family;
 - Children of non-Christian faith who, with their families respect and agree to support the Catholic mission of the school including the faith education it offers for their family;
 - Children who, with their families respect and agree to support the Catholic mission of the school including the faith education it offers for their family.
- Siblings of presently enrolled children will have preference over applications who have no siblings in the school within each category in the priority list.
- A child who has completed primary education in a Catholic parish-based primary school will usually be offered continuity of enrolment in a Catholic secondary school.
- 3.3 Genuine financial hardship and related inability to pay school fees fully, or in part, is not an obstacle to enrolment.
- 3.4 When considering an enrolment of students with additional needs, consultation must take place between the Director of Performance, Principal and Team Leader Student Services (TLSS) and be guided by *Enrolment Additional Needs Guidelines*.
- 3.5 When considering an enrolment of overseas students with a visa subclass 571, consultation must take place between the Director of Performance and Principal before enrolling a student and be guided by the *Enrolment Overseas Student Guidelines*.
- 3.6 The Principal and Parish Priest will discuss all new enrolments. Where non-Catholic students are being enrolled, the Parish Priest will sign their enrolment form and meet with them if requested.
- 3.7 School readiness is a significant factor for parents and the school in determining enrolment in kindergarten. Children whose fifth birthday occurs on or before 31 July may be considered for enrolment in kindergarten for the following year.

- 3.8 In assessing applications, students of Catholic families must provide a copy of the students' baptismal certificate or a statement from a parish priest that the student is Catholic.

4.0 Enrolment Process

- 4.1 When parents come to the school asking for their child to be enrolled, they are given the CEDP Enrolment Form.
- 4.2 Once the documentation is returned, interview times are arranged as necessary.
- 4.3 The principal, in consultation with the parish priest, review the application using the CEDP enrolment process (noting that students with additional needs are enrolled on the same basis as students without disabilities/additional needs.)
- 4.4 The principal determines whether a student will be enrolled (noting that additional needs or disability is not an issue at this time.)
- 4.5 Letters of offer are sent out including a reference to the Enrolment Application and the information provided by the parents/carers; a request that the parents/carers confirm the acceptance by payment of the non-refundable application fee by a set date.

5.0 Budget

A budget will be provided for the professional development of staff and acquisition of resources.

6.0 Evaluation

It is recognised that this policy is subject to constant review and modification to best meet the needs of all members of *Our Lady of the Way School* community. The Principal, with delegated responsibility to the Leadership Team, will be responsible for the planning, implementation and review of this policy.

Please refer to:

- CEDP Enrolment Process Flowchart
- CEDP Enrolment Additional Needs Guidelines
- CEDP Enrolment Overseas Students Guidelines