



ENROLMENT POLICY, PRIORITIES AND PROCEDURES

St. James Primary School hereby details the enrolment policy, which outlines arrangements for enrolment of students to the school. St. James Primary School is a Catholic primary school, under the Patronage of the Bishop of the Catholic Diocese of Lismore, and of the Parish Priest (Canonical Administrator) of St. Joseph's Parish Tweed Heads, Fr Michael Brady.

Age requirements as set out by the New South Wales Education Department will apply to the Kindergarten year enrolments. Enrolment applications are accepted in the year prior to commencement. Parents wishing to enrol their child must provide the child's birth certificate, baptismal certificate (if applicable), immunisation record and school enrolment form. *(Expression of interest by families are welcome prior to the penultimate year of enrolment, with names being placed on the enrolment category database, however will not influence or effect the enrolment outcome).*

St. James Primary school supports the principles of:

- Catholicism.
- Inclusivity.
- Equality.
- Diversity.
- Parental rights.

ENROLMENT PROCEDURES:

Children can start Kindergarten at the beginning of the school year if they turn five on or before 31st July in that year. By law, all children must be enrolled in school by their sixth birthday.

Advertising for Enrolment and a Parent Information Evening will occur in Catholic Schools Week each year. The closing date for enrolment applications for entry to Kindergarten will occur after Catholic School Weeks (normally the end of Term 1). Following the closing date, a priority list, utilising the guidelines below will be created, with applicants being placed in their highest possible category and in order of age (oldest child first).



Priority List:

1. Catholic families of the Parish who are known and involved members of the Parish, and who reside in the St. James Primary collection zone (boundaries/suburbs).
2. Catholic families of the Parish who participate irregularly in the life and worship of the Parish, and who reside in the St. James Primary collection zone (boundaries/suburbs). (Provision must be made for other Catholic transferring their enrolment from other clusters/states).
3. Families committed to a Christian denomination who want a Catholic education and who currently have or have had children within the Catholic system and were supportive of the school.
4. Catholic families who do not participate in Parish life, including Catholic families who reside out of St James Primary collection zone (boundaries/suburbs).
5. Families of other Christian denominations who want a religious education for their children and who regularly participate in their own denominational life.
6. Families who nominally belong to other religious denominations and who are open to the possibilities offered by a Catholic school.
7. Families who have no religious affiliation but who are open to the possibilities offered by a Catholic school.

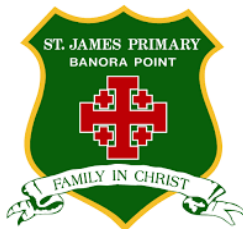
Process Information.

Once the priority list is created, the following process will occur:

1. Applicants not on the tentative enrolment list will be placed on a waiting list; a letter outlining this outcome will be provided to families.
2. The Principal will interview all applicants after the tentative enrolment list has been created.
3. The final enrolment list will be made after the interview process.
4. Offers of enrolment will be made in writing after the interview process.
5. Parents wishing to accept the offer of enrolment must confirm in writing by the due date and pay the enrolment fee.
6. A transition program for students and further parental information will be offered in Term 4 of the penultimate enrolment year.

ENROLMENT OF CHILDREN WITH SPECIAL NEEDS

Consideration will be given to the enrolment of children with special educational/additional needs as these children may need a modified school environment (e.g. physical modification, modification of class programs). Every effort is made by the school community to match the child's needs with what the school can provide. During discussions, which will follow a specific enrolment procedure, the needs of the child will be reflected upon in light of the ability of the school to cater for those needs.



Enrolment procedures for these children will follow the process outlined by the Catholic Schools Office – Diocese of Lismore. The process to be followed involves consultation with The Principal, Parents (and advocate if requested by parents), Staff Representative, Special Education Consultant and other personnel whom the Principal nominates, e.g. Parish Priest, Medical Advisors etc.

ENROLMENT OF NON-KINDERGARTEN CHILDREN

1. Students may transfer to the school, subject to the above. However, enrolment of children during the school year will depend on the availability of places in the requested class. The decision to enrol is at the discretion of the Principal, who will be mindful of the following:
 - The number of classrooms available.
 - The size of available space in each classroom.
 - The educational needs of children already enrolled.
 - The enrolment categories as outlined above.
2. If transferring from another school, the Principal of St. James Primary School may make contact with the Principal of the other school prior to the offering of a place.

ADDITIONAL INFORMATION

1. Children enrolled at St. James Primary School are required to co-operate with and support the school's policies including policies on Code of Behaviour, Curriculum and Organisation and Management. St. James Primary School places responsibility with Parents/Guardians for ensuring that their child/children co-operate with said policies in an age-appropriate way.
2. If an application is accepted it is understood that parents comply with the school Vision and Mission Statements and agree to pay fees and mandatory levies as set, and to abide by the policies and procedures of the school. The school allocates children to classes depending on staffing and funding resources.
3. The Principal is the sole determiner of enrolment and any appeal to an enrolment decision must be made in writing to the Principal within one week of the decision.

Ratified: February 2017

Reviewed & updated: March 2018

Next scheduled review: February 2022