



ST JOHN'S SCHOOL

ST JOHN'S SCHOOL ENROLMENT POLICY

Policy No:	2-D5
Policy Area:	Community
Revised:	2011
Date for Review:	2014

Preamble

St John's School is a Catholic school and as such aims to develop the whole child: SPIRITUALLY, INTELLECTUALLY, EMOTIONALLY and PHYSICALLY. You, the parents, are the primary educators of your children both in the faith and in ensuring they apply themselves to their education. The school is a secondary educator of your child and as such, we, the staff, are here to help parents in the education of their child. St John's School aims to reflect a Catholic environment of learning and worship.

RATIONALE:

Catholic schools exist to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission to make Catholic school education available to all Catholic children, insofar as this is possible.

PRINCIPLES:

1. Catholic schools exist to provide a distinctly Catholic education for children enrolled in them.
2. St John's School, Rangeway, recognises the uniqueness of each student.
3. St. John's School is an educational institution which acts to provide an environment for the integration of Faith with culture and life. **It is expected that families who wish to become part of our school community by enrolling their children at St. John's School will be supportive of all aspects of the school's ethos and purpose, in particular its religious values.**
4. St John's School has a preferential option for the poor and marginalised. The inability to pay fees shall never be the reason for the non-acceptance of an enrolment at St. John's School. **No child will be prevented from enrolling at St. John's because of the inability of their parents to pay the prescribed fees** - in whole or in part.
5. St John's School fulfils its mission in partnership with parents who are the first educators of their children.
6. St John's School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
7. St John's School will accept all applications for enrolment; however the acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
8. Enrolment at St John's School Enrolment in a Catholic school is dependent on the availability of appropriate accommodation and compliance with legislative requirements. Enrolment will only be offered where the school has age-appropriate accommodation and the requisite resources to respond to any specific needs of the student known at the time of enrolment.
9. Enrolment at St John's School does not guarantee enrolment in any other Catholic school.

PROCEDURES:

1. Enrolments must comply with Government entry age requirements. The statutory age requirements will be followed with respect to the minimum age of admission in Kindergarten is the year the child turns four, Pre Primary children who turn five during the year and Year One children who turn six during the year.

2. At St John's School applications for enrolment will be considered according to the following enrolment priorities:
 - a. Catholic students from St John's Parish with a Parish Priest reference.
 - b. Catholic students from outside St John's Parish with a Parish Priest reference.
 - c. Other Catholic students
 - d. Siblings of non-Catholic students.
 - e. Non-Catholic students from other Christian denominations.
 - f. Other non-Catholic students.

(The principal may vary the above priorities to suit particular local circumstances prevailing at the time after prior consultation with the Director of Catholic Education and written confirmation of the outcome.)

3. Upon request in person, by telephone, by mail, or by electronic means, a prospective family will be **issued with the requisite application form** accompanied by:
 - a. A brochure containing the school's current fee structure and enrolment priority.
 - b. The school's fee policy.
 - c. Advice of the school's requirement for an interview with the respective student and parent/s/guardian/s.
 - d. The school's 'Privacy' Policy.
 - e. A copy of the school's uniform code
 - f. Parish Priest reference form
 - g. A St John's School Parent Handbook

The completed application form is to be returned to the school accompanied by copies of the following documentation:

- a. Birth Certificate
 - b. Baptismal Certificate
 - c. Immunisation Record
 - d. Visa documentation – if applicable
4. The applicants will be prioritised, where necessary, according to the school's enrolment criteria. The Catholic/Non-Catholic "Enrolment Percentage Parameters" approved by the Bishops of Western Australia is to be referred to when enrolling students.

5. **School Waiting List**

- a. The School Secretary will maintain **ALL** applicants on a Waiting List.
- b. Based on Procedure 1 invitations for enrolment interviews will be issued as a position becomes available.
- c. The School Waiting list will be reviewed and updated in November or as vacancies become available throughout the year
- d. Completion of applications for admission in the year or years prior to entry is encouraged, however **decisions relating to actual acceptance into school for the following year will not be finalised until October/November of the year prior to entry for children from Pre-primary to Year 6)**

6. **Procedures for Processing Applications**

6.1. For Pre-primary to Year 6 received throughout the year:

- a. Parents may apply through the School Secretary to have their name entered onto the school waiting list.
- b. The Principal will:
 1. determine if a position is available and the eligibility of the new student for admission in accordance with Procedure 1.
 2. arrange for an Enrolment Interview, if appropriate.
- c. The parents will be required to provide prior to the Enrolment Interview
 1. the child's birth certificate
 2. the child's health/immunization forms
 3. a reference from their Parish Priest
 4. other relevant documents

6.2. For enrolment to Kindergarten for the subsequent year:

- a. Parents make application through the School Secretary to have their name entered onto the school waiting list on the school enrolment records.
 - b. During towards the end of the first term of the year proceeding the Kindergarten year, The Principal will notify the school and Parish community through the School and Parish Newsletter, of the closing date for applications for the subsequent year.
 - c. The School Secretary will
 1. Develop an Application List by combining the Waiting List and the applications received
 2. Apply Procedure 1 to the Application List to establish a prioritized Interview List.
 3. The Interview List will be as of the closing date.
All applications received after the closing date will be added to the Waiting List Procedure.
 4. The Principal will interview, generally during Term 2, a cohort large enough to fill the Kindergarten class.
 5. The first round of acceptances will be issued and the successful parents will be required to confirm their acceptance within one week of notification.
 6. The second round of acceptances will be made as soon as practicable.
 7. Unsuccessful applicants will be notified in writing, after the Kindergarten applications are finalized and given the opportunity to maintain their name on the School's waiting list.
7. Parents seeking enrolment at St John's School will have a meeting with the Parish Priest as part of the enrolment processes.
8. **Interviews**
Parents, Guardians, or primary care-givers, will be required to bring the child/children to an interview with the Principal and/or one of the Assistant Principals. The interview will include a tour of the school.
9. The interview will address, but not be restricted to, the following issues:
 - a. the ethos, mission, policies and practises of St John's School
 - b. Reasons for application for enrolment at a Catholic Parish Primary School.
 - c. Any relevant information, including medical. Learning or Special Needs, as indicated from the Application Form.
 - d. Parental expectations of the school.
 - e. the parent and student expectations and obligations undertaken by enrolling at St John's School
 - f. (Support, involvement, fees, uniform code, curriculum, settlement of disputes etc)
 - g. Parents are provided with the opportunity to explore their questions and concerns as the primary educators of their child/ren.
10. Applications from students with Special Needs, a disabling condition or a disorder of significant health care needs are subject to normal school enrolment criteria.
Acceptance of enrolment is dependent on:
 1. The availability of places in the age-appropriate year level
 2. The best interests of the student
 3. The school's ability to meet the student's individual needs by providing:
 - adequate access to school facilities and activities
 - the requisite level of resources and equipment
 - a quality educational programmeWhere necessary the Principal shall consult with the Special Learning Needs Team at the Catholic Education Office to ensure that the school has the resource capacity to make adequate provision for the student's specific educational needs.
11. An interview may be granted but does not guarantee an acceptance of enrolment.
12. **Successful applicants** will be:
 - a. Handed or forwarded a Letter of Offer and a Confirmation of Enrolment which is to be returned to the school.
 - b. Handed or forwarded the Catholic Education Commission's 'Bishop's Mandate brochure.
 - c. Handed or forwarded the Catholic Education Commission's 'Dispute and Complaint Resolution' brochure.
 - d. Supplied with the resource, 'So You Are sending Your child to a catholic School'

- e. Sent an account for a booking fee. (This fee is deducted from the relevant first term fees when the student commences at the school. It is non-refundable in all other cases.)
13. By enrolling a child at St John's School the parent/ care giver accepts and acknowledges:
- That they will work in cooperation with the staff and priests of our school to foster the best possible Catholic Education for their child. This Catholic Education is in regards to the child's faith, spiritual, academic social and physical learning. Parents are indicating their willingness to actively support the mission, beliefs, values and practices of St. John's School and to work with the school for the development of their child.
 - That they will abide by the policies and practices of St John's School. The Parental obligations extend to policies or practices developed by St John's School whilst their child/children is/are enrolled in St John's School.
 - A Parent who is unsure of or wishes to discuss a policy or practice should consult the Principal.
 - That they have an obligation to fully support the fund-raising ventures of the Parents and Friends (P&F) organization. This support will be shown by being actively involved in administering one of the P&F functions and by attending the P&F's monthly meetings.

The P&F funds provide additional amenities necessary for your child's education supplementing what is provided by the School Board's budget.
14. A student's continued enrolment at St John's School is contingent on the child and parents' continued support of the:
- School's policies and practices
 - Staff in their endeavours to achieve the school's mission and goals
15. If a parent or guardian has knowingly withheld information relevant to the application/ enrolment process then the Principal reserves the right to refuse, or terminate the enrolment contract.
16. St John's School has classes in each grade from Kindergarten to Year 6. A child, once enrolled in St John's School, will be able to complete his/her primary education within our school subject to Procedure 8. Because Kindergartens are an integral part of Catholic primary schools, enrolment into Kindergarten means acceptance of enrolment into Pre-Primary and beyond.
- 17 **Class Sizes and hours of operation**
- 17.1 Kindergarten**
- Under Catholic Education Commission of WA policy, the class size ceiling is held at 30 students per year.
 - The Kindergarten class will operate 15hours per week:
two full days (Tuesday and Thursday: 9.00am-3.00pm) and
one half-day (Wednesday 9.00am -12.00pm) sessions per week.
 - With the exception of the first three sessions of the year, when one third of the group will come for half day on a rotational basis.
- 17.2 Pre-primary**
- Under Catholic Education Commission of WA policy, the class size is held at 30 students per year.
 - The Pre-Primary will operate for 5 full days. The normal hours are 8.45am – 3.00pm.
- 17.3 Year One to Six:** Under Catholic Education Commission of WA policy:
- 17.3.1 Class sizes are held at 30 students in Year One, Two and Three
- 17.3.2 Class sizes are held at 32 students in Year Four to Six.
18. Enrolment at St John's School is **not** a guarantee of position in any other Catholic Primary or Secondary school. A separate enrolment application must be lodged at Nagle Catholic College or with the chosen secondary school.
19. Where spaces are not available applicants will be offered the opportunity of remaining on a 'Wait List'.

This Policy is to be used in conjunction with the Catholic Education Commission of Western Australia Policy Statement and St John's Policy relating to Setting Fee structures and the Privacy Policy