

**Holy Family Primary School
GOWRIE**



ENROLMENT

Policy



Enrolment Policy

Related Policies

CE Enrolment Policy for Catholic Systemic Schools
CE Overseas Student Policy
CE School Fees and Levies
HF Collection of School Fees Policy
CE Kindergarten Induction
Students with Special Needs (Disabilities)

Purpose

The purpose of the Holy Family Enrolment Policy is to clearly define the enrolment process at Holy Family Primary School.

Priorities

Priority of access is given to:

1. Catholic children living in the areas of Gowrie, Fadden, Gilmore, Macarthur and Chisholm.
2. Siblings of children already attending Holy Family Primary School or the Holy Family Early Learning and Care Centre (ELCC).
3. Catholic children from other suburbs within the Parish who cannot be enrolled in their local.
4. Parish school.
5. Other children.

Parents should understand that acceptance of their children at the primary school does not confer an automatic right of enrolment in a Catholic secondary school of their choice.

Procedures

- All new parents are required to meet with the Principal or Executive staff member, before their children are enrolled at the school. At these interviews, parents are to provide the school with relevant information about their children, including necessary forms and reports or other information from previous schools. The Principal will explain the school's expectations of parents who enroll their children at Holy Family.
- At initial enrolment, all parents must give a firm undertaking that they will accept and support during the period of their child's enrolment the life, nature and

identity of the Catholic school, including the appropriate participation of their children in the approved religious education programs.

- No child is to be denied Catholic schooling simply because of an inability (as opposed to an unwillingness) of a parent/guardian, to meet financial requirements.
- Generally the 'cut-off' enrolment date, whereby children commence Kindergarten, should be five years of age by 30 April of the year of enrolment. Variations must be discussed with the Principal and the Catholic Education Office.
- Enrolment into Holy Family must be completed on an official systemic school enrolment form lodged at the school.
- Parents will be notified in writing of the success or otherwise of the application by July. Where a child is unable to be enrolled, the child will, at the parent's request, be placed on a waiting list and will be referred to a neighbouring Catholic school if vacancies exist.
- Holy Family Primary School will do all that is possible to enroll a child who has a disability as long as the school can adequately meet the needs of the student. Acceptance is subject to an interview with the Principal and the Learning Support Coordinator and, if possible, a CEO representative.
- The school accepts boys and girls from Pre-school/Kindergarten to Year Six. It is preferred that both boys and girls would normally remain in the school for their entire primary education.
- Enrolments of Pre-school/Kindergarten students outside the enrolment period will be subject to availability of placement.
- We accept enrolments for the following year during the advertised enrolment period set by the Catholic Education Office. This is usually in May. Specific dates are advertised in School newsletters, Parish bulletins and local newspapers.
- People moving into the area during the year may enroll their child at any time if there is a place available. A place will not be kept for a child who is withdrawn from the school for a period exceeding one school term unless prior arrangements have been made with the Principal. Any application for re-enrolment will be considered within the prescribed enrolment priorities.
- Education of children in a Catholic School requires a commitment of parents to the payment of the term fees, which include tuition fees and other levies (for example, administrative levies, building fee levies, etc).
- No child will be denied placement at Holy Family because of an inability to pay the term account. Personal circumstances and commitment in principle and practice to the life of the school and the Parish will be the primary consideration in confidentially determining an agreed strategy for payment of any debt.
- An enrolment fee of \$25 is payable on acceptance of a Kindergarten enrolment.

References

Nil

Forms

Nil

Approved by: Holy Family School Board

Implementation:

Policy last Updated: May 2014

School Contact: Anne-Marie Marek