



St. Mary's Primary School

Empowering the Gifts Within

Elizabeth Street
YOUNG NSW 2594
www.stmarysyoungh.nsw.edu.au

Ph: (02) 6382-5844
Fax: (02) 6382-5157
email: stmarysy@cg.catholic.edu.au

Enrolment

Purpose

The Catholic school community strives for strong partnerships with the parishes it serves. These partnerships will involve the students, principal, pastors, parents and school staff. These partnerships must be demonstrated and strengthened by the enrolment procedure and practice.

Those who choose a Catholic school for their children do so on the understanding that they respect and agree to support the Catholic identity of the school and acknowledge the importance of religious education for their children.

Policy

It is assumed that parents who enrol their children at St Mary's Primary School are fully aware of, accept and support the standards expected by the school, and that they also recognise the need for cooperation between school and home in maintaining those standards.

This is important in all areas, especially that of discipline, and even more so in the implementation of the Religious Education program. It is unrealistic to expect the formation and development of Christian values to be a matter of school concern only, and it would be unreasonable to enrol students from homes whose values do not complement those of the school.

Special enrolment conditions apply from time to time as part of the planning process to ensure the choice of Catholic schooling is provided to as many people as possible. The Director of Catholic Education may authorise the refusal of an enrolment into a particular Catholic school if such enrolment would adversely impact on the Archdiocesan provision of Catholic education.

St Mary's Primary School has a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need. No student will be refused enrolment or be disadvantaged because of an inability of a parent/guardian to meet financial requirements.

Definitions

Procedures

All parents enrolling their children in a Catholic Archdiocesan school must complete the official enrolment form and return it by the due date. Such action, however, does not guarantee enrolment in the school.

There is an official enrolment period of three weeks in May of each year. During this time the majority of the applications for enrolment are received. Prior to the enrolment period, information evenings are held for interested parents and students to obtain information about St Mary's Primary School and to inspect the facilities.

Enrolment forms are available at the School. Prospective parents are also given a School Information Package.

The hierarchy of priorities is based on the Catholic Education Commission Policy for the consideration of enrolment applications at each school when enrolment applications exceed available spaces. These priorities are reviewed annually by the CEO and implemented at St Mary's Primary School.

The School seeks to be a welcoming community; hence staff at the School approaches the local pre-schools to assist prospective students in their transition to St Mary's Primary School. There is a close liaison with these pre-schools and information on student progress is actively sought.

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 unwillingness) of a parent/guardian, to meet financial requirements. Parents experiencing financial difficulty and requesting fee remissions are requested to complete an Application for Fee Remission Form, detailing financial information. All information will be treated confidentially.

The Director of Catholic Education may authorise the refusal of an enrolment into a particular Catholic school if such enrolment would adversely impact on the Archdiocesan provision of Catholic education.

After the enrolment period and prior to offers of places being made the Kindergarten teacher contacts the pre-schools and requests feedback on students through the local Early Learning Network. The feedback is in terms of achievement, attitude and behaviour. The Principal also enquires as to whether the families of prospective students have been supportive of the pre-school.

The relevant teacher/s ensure/s that a new student receives friendly help and advice from one or two other students familiar to the School.

Forms

St Mary's Primary School, Young Information Package

Enrolment Form (CE)

Enrolment Information (CE)

Approved by:	School Board
Issuing Group:	Executive
Implementation Date:	2016
Supersedes Policy Dated:	2010
Revision Date:	2020
Contact Officer:	Principal