

Enrolment Procedure

13 June 2019

Purpose

In partnership with parents, guardians, caregivers, staff and the parish, St Stephen's School is committed to providing high quality inclusive education as a visible expression of our Catholic identity and heritage.



To whom it Applies

Enrolment is accessible to all who seek to share and support the Catholic ethos and Gospel values. This includes all prospective parents, guardians, caregivers and students for whom enrolment is sought.

Related Policies

TCSO Enrolment in Catholic School Policy, TCS School Fees Policy, TCS Catholic Schools Board policies, TCS Privacy Statement, TCS Acceptable Use of ICT Systems and resources policy, TCS Student Protection processes and guidelines, St Stephen's Behaviour Support Plan and Procedure, St Stephen's Uniform Policy.

Procedure

The Principal has the responsibility to ensure that the Catholic identity of the school is maintained and promoted so St Stephen's School gives priority in enrolment of students who are baptised Catholics. Schools may also enrol students from other faith traditions whose families demonstrate that they share in the expressed values of the school.

Basis for discretion is an important element of decision-making with regard to enrolment. Therefore, the Principal can exercise flexibility in enrolment decision where pastoral discretion and option for the poor may be deemed necessary.

Discretionary decisions could include:

- a. In cases of poverty, disability or special needs a child may, and if possible, should, be given a higher position in the priorities listed than would otherwise apply.
- b. Family situations requiring compassion or a special pastoral approach.
- c. Family circumstances involving family relocation.
- d. Parents will be informed that consultation will occur between schools with regards to transfer applications. It is recommended that parents inform the Principal of their school of origin of their intention to seek alternative placement.
- e. Any Catholic school accepting enrolment from another Catholic school will contact that school.
- f. In circumstances where enrolment numbers approach upper limits for class groups the Principal, in consultation with TCSO, will make decisions about class size.
- g. The Executive director of TCSO will be referred to in cases where the enrolment policy and procedure is not adhered to or accepted.

Enrolment Prioritization

Should distinction in potential enrolments be required, the following priorities for primary schools is recommended.

- a. Siblings of children already enrolled in the school will go through the interview process as above.
- b. Siblings of children already enrolled in the school will have preference over an applicant who does not have a sibling enrolled in the school.
- c. Catholic families of the Parish who are known and involved members of the Parish.
- d. Catholic families of other Parishes who are known and involved members of their own Parish.
- e. Catholic families of the Parish who participate irregularly in the life and workshop of the Parish.
- f. Families committed to a Christian denomination who want a Catholic education and are supportive of the ethos of the school.
- g. Families who have no religious affiliation but who are open to the possibilities offered by a Catholic school.
- h. All applications must be dated. If places remain available after the above prioritizations, interviews will be offered as per the dates of application.

Application Process

When enrolment applications are received, they will be treated in accordance with these procedures. The following processes will normally occur.

Please note: Submission of an application does not guarantee a place at St Stephen's School.

Step 1	<ul style="list-style-type: none"> • Parent/carer/guardian completes enrolment form, provides all required information and submits application directly to school. • Lodgement of enrolment form does not guarantee an offer of enrolment. • A non-refundable fee of \$50 is paid per child
Step 2	<ul style="list-style-type: none"> • Principal/Parent/Carer/Guardian interview with family and prospective student/s. • Focus of the interview is determining educational needs. • If a student has special needs, the Principal and Learning Support Teacher will conduct a special needs enrolment interview as per TCSO Special Needs Enrolment Guidelines. • For Prep enrolments we ask that a Readiness for School Questionnaire is completed.
Step 3	<p>During the interview the following will be discussed:</p> <ul style="list-style-type: none"> • The ethos of the Catholic School. • The primacy of parents as their child's first educators and their relationship and partnership with the school. • Characteristics or needs of the child. • The parent's ability to meet financial obligations (the current school fee schedule and options for payment will be provided).
Step 4	<p>Offer of enrolment is made</p> <ul style="list-style-type: none"> • Parents/carers/guardians receive an offer of a place at the school in writing.
Step 5	<p>Orientation transition sessions are offered.</p> <ul style="list-style-type: none"> • Prep orientation sessions are held during Term 4 preceding the child beginning the new school year.

Interview Process

After the application process (either online or in person) the school will contact you to arrange an interview. Original documents will need to be presented at the time of interview. These include:

- Birth certificate
- Baptismal certificate
- Passport and permanent or temporary visa (where applicable)
- Evidence of time out of the country e.g. passport, exit and entry stamps, overseas school reports (where applicable)
- Most recent previous school reports and external assessment results (where applicable)
- Relevant family court orders (where applicable)
- Any medical reports and other assessment reports from external agencies for students with additional learning needs (where applicable)
- Full details/reports are required if additional support is needed for physical, medical, educational, behavioural, sensory (vision or hearing impairment) or social/emotional needs, or any other special needs.
- Immunisation certificate

Acceptance Process

- After the interview, a letter of confirmation of offer and acceptance of enrolment will be sent. Parents will need to accept the offer within a given timeframe.
- It is imperative that all documentation is supplied as confirmation of enrolment cannot be processed or offered without this.
- Acceptance of all other enrolments
- Should class numbers be limited, students will be put on a waiting list as per the date of application.

Authority

This procedure is the responsibility of the Principal and/or Principal delegate of St Stephen's Catholic School. Any changes will occur when the procedure is reviewed as per the review dates below.

Effective date:

Version control and change history

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