1. INTRODUCTION

*Catholic Education South Australia (CESA) is a community of schools in which students, staff and families are educated in the light of Catholic faith.* (Catholic Education SA Strategic Plan, 2010-2014)

St James Catholic School is a member of a community of Catholic schools that strives to provide consistency for families seeking enrolment for their child(ren).

St James Catholic School adheres to the SACCS Enrolment Policy and Procedures 2012 for Catholic schools in South Australia. The policy is developed in the spirit of the Church’s particular emphasis on discipleship, engaging Catholic families who are not accessing a Catholic education and planning provision that responds to current and future educational needs of students and their families.

The SACCS Enrolment Policy and Procedures 2012 supports parents, principals and school communities by providing clarity regarding the principles and procedures for enrolment in Catholic schools and pre-schools in South Australia. The policy is to be applied consistently across schools and pre-schools.

The SACCS Enrolment Policy and Procedures 2012 applies to all Catholic schools in South Australia. The *Same First Day* applies to enrolments into Catholic preschools and into reception classes.

References to the “Catholic school” that occur in this document also apply to “Catholic pre-schools”.

2. POLICY

St James Catholic School has as its mission the formation of the human person, in the image of God. Parents are the primary educators of their children, particularly in the area of faith education. On choosing enrolment of their child into a Catholic school, parents enter into partnership with the school focussed on the child’s faith development and education.

3. PRINCIPLES

3.1. The Catholic school is an integral part of the Church community and mission of the Church.

3.2. The preferential option for the poor and marginalised is fundamental in Catholic schools.

3.3. Catholic schools in South Australia welcome all Catholic families, as well as families from other churches and faith traditions, and non-religious backgrounds who are prepared to value and respect the ethos, values, liturgical and sacramental practices and traditions of the Catholic Church within the context of the school.
3.4. Catholic schools recognise that parents exercise their right to choose the kind of education that shall be given to their child(ren) dependent on enrolment vacancies and policies of the enrolling school.

3.5. On enrolment, all parents and students commit to supporting the Catholic ethos and traditions of the school.

3.6. The Enrolment Priority Criteria are used in circumstances within the school context where demand exceeds the number of available enrolment places.

3.7. The Same First Day applies to enrolments into Catholic preschools and into reception in Catholic schools.

3.8. Individual school enrolment policies should be consistent with the SACCS Enrolment Policy and Procedures 2012.

3.9. Consultation between schools should occur when principals consider applications from families seeking the enrolment of children who are currently attending a Catholic school.

3.10. Catholic schools are committed to the inclusion of children with special needs where possible.

3.11. Catholic schools work together to provide continuity of learning where possible for students whose parents have chosen a Catholic education for specific reasons. This includes relocation from rural communities where there is no provision of Catholic Secondary schooling.

3.12. Catholic schools in South Australia recognising the collegial and interdependent nature of our school network, have a responsibility to other Catholic schools to carefully consider the impact of their enrolment policy and practices on sustainable level of enrolments for each school.

4. PROCEDURES

4.1 Enrolment into Catholic Schools

Parishes and schools should make special efforts to encourage parents to choose a Catholic school as the ordinary means of helping them educate their children in the Catholic faith. Schools should make clear to parents, usually within the school prospectus at the time of the initial enquiry, the unique elements of a Catholic education and in doing so articulate the unique opportunities and responsibilities that come with choosing a Catholic education for their child(ren) (Charter for Parents in Catholic Schools SA).

4.2 Enrolment Priority Criteria

The Enrolment Priority Criteria are used in circumstances within the school context where demand exceeds the number of available enrolment places. Principals will exercise discretion in relation to the enrolment of children of families who have special pastoral circumstances. Decisions about enrolments are informed by the following criteria:

- Baptised Catholic children within the parish(es)
- Siblings of children already enrolled in the school whose families have demonstrated ongoing support for the ethos of the school
- Children already attending a Catholic primary school and whose families have demonstrated ongoing support for the ethos of the school (for Catholic middle and secondary schools)
- Baptised Catholic children and their siblings relocating from rural communities.
- Children already enrolled in a Catholic school whose families have supported the ethos of the school
- Children of Catholic families who are not in the above criteria or who are from outside the local designated Catholic parish(es).

These dot points are not presented in hierarchical order.

4.2.1.1.1 For enrolment of children from families who belong to other churches and faith traditions or from non-religious backgrounds and are prepared to support the ethos, values, liturgical and sacramental practices and traditions of the Catholic Church, each school and pre-school is expected to have clearly defined criteria that takes into account:
- the Church’s ministry to the world
- the preservation of the school’s Catholic ethos
- the desire of some non-Catholic parents to choose a Christian education for their children
- the call to ecumenism.

4.3 Enrolment into Catholic Pre-schools and into Reception in Catholic Schools

The Same First Day commenced in 2013 for children eligible to start pre-school and commenced in 2014 for children eligible to start Reception. The minimum age for starting pre-school from 2013 will be three years and eight months. The minimum age for starting reception from 2014 will be four years and eight months. All children will receive four terms of pre-school and four terms of reception. The compulsory age by which a child is required to start school is six years.

4.4 Enrolment into Reception

4.4.1.1.1 From 2015 Catholic Schools have an option to offer two enrolment dates for children entering Reception. St James School will offer this option to families as of Term 3 2015.

The first intake (Term 1) includes children who turn 5 years on or before 30th April.

The second intake (Term 3) includes children who turn 5 years on or before 31st October.

4.5 Students with Disabilities

4.5.1 An enrolment application for a student with a disability will be considered on the same basis as all other enrolment applications and in accordance with the legal obligations of the Disability Discrimination Act (1992), the Disability Standards for Education (2005) and the Equal Opportunity Act (SA) 1984.

4.5.2 Enrolment for eligible children is planned, negotiated and case managed using the CESA Enrolment and Support Process.

4.5.3 The process identifies the child’s needs and the reasonable adjustments required to enable the student to access the school and participate in the learning environment on the same basis as a child without a disability.

4.6 Transfer between schools

Where a transfer is possible, consultation between the former and proposed school should occur before acceptance of a student transfer from another metropolitan, country or rural school or college.

4.6.1 Any Catholic school accepting an enrolment of a student from another Catholic school or school sector should send appropriate advice to the student’s previous school. The Student Transfer Advice is to be completed. The Schools Assistance
Act 2008 requires that interstate transfers be notified using the Interstate Student Data Transfer Note (ISDTN).


Information and forms for the Interstate Transfer Note (ISDTN) can be found at: http://www.mceecdya.edu.au/mceecdya/default.asp?id=13073

5. PRINCIPAL AND STAFF RESPONSIBILITIES

5.1 Responsibilities of the Principal

- To actively promote the opportunities offered at St James as a means to procure enrolments.
- Presence at community events eg: Jamestown Show, Christmas Pageant, Choir performances in the community, bi-annual Production, speak at Kindy Information Evening
- To ensure St James School is represented at Jamestown Community Children’s Centre:
- Maintain positive relationship with Director and staff
- Invite Kindy to visit St James School eg: regular visit once a term, special events such as performances, Book Week
- Provide promotional flyers for Kindy pockets
- To be available to meet with families and respond to enrolment enquiries
- To conduct Principal’s Tours as part of the annual “Open Morning” and at any other time as arranged with prospective families

5.2 Responsibilities of School Personnel

- To positively promote St James School as school of choice in our community
- To welcome families engaging in school tours
- To engage positively with the annual “Open Morning” and see this as an opportunity to promote St James School
6. REFERENCES AND LINKS

6.1. CESA Vision and Strategic Plan

6.2. Charter for Parents in Catholic Schools SA

6.3. Disability Discrimination Act (1992)


6.5. Enrolment and Support Process for Students with Disabilities
http://online.cesanet.adl.catholic.edu.au/docushare/dsweb/View/Collection-4601


6.7. Information on International Education and Students from Overseas
http://online.cesanet.adl.catholic.edu.au/docushare/dsweb/View/Collection-2917

6.8. Interstate Data Transfer Note

6.9. Same First Day

6.10. Universal Declaration of Human Rights - Article 26

Policy reviewed and ratified by St James School Board December 2015 / Next review 2018