



# St. James School

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## **ENROLMENT PROCEDURE**

## **ST JAMES SCHOOL**

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# 1. Context

The St James School Enrolment Procedures are 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 St James School Enrolment Procedures support parents, principals and school communities by providing clarity regarding the criteria and procedures for enrolment in Catholic schools and pre-schools in South Australia.

The procedure is applied consistently across Catholic schools and pre-schools in South Australia.

## 2. SCOPE

The St James School Enrolment Procedures applies to all families making enquiries or enrolling into the school.

## 3. POLICY SUPPORTED

These enrolment procedures are supported by the SACCS Enrolment Policy.

## 4. PROCEDURES

### 4.1 Enrolment into Catholic Schools

St James Parish and St James School will make special efforts to encourage parents to choose a Catholic school as the usual means of helping them educate their children in the Catholic faith.

St James School makes 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 articulates 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 other 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).

The dot points above are not presented in hierarchical order.

**4.2.1** 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, St James School clearly defines the criteria that takes into account the:

- Church's ministry to the world
- preservation of the school's Catholic ethos
- desire of some non-Catholic parents to choose a Christian education for their children
- call to ecumenism (valuing and including the diversity of religions that other students belong to)

### **4.3 Enrolment into Reception**

A two intake per year policy applies for children eligible to start Reception in learning programs situated within the following parameters:

**4.3.1** A strong commitment to continuity of learning based on research and developmental growth of children

**4.3.2** A context of transition into primary schooling which is consistent with CESA ethos and identity

**4.3.4** Families are encouraged to seek full Preschool entitlement for every child

**4.3.5** Children starting in Reception in Term 3 will have a minimum of six terms in Reception

**4.3.6** The criteria for starting Reception on the first day of school in Term 1 is that the child will attain the age of 5 on or before 30 April in that year

**4.3.7** The criteria for starting Reception on the first day of school in Term 3 is that the child will have attained the age of 5 on or before 31 October in that year

**4.3.8** Children whose birthday falls between 1 November and 31 December are not eligible to commence school until the following year.

#### **4.4 Early Entry into Reception**

Children identified as gifted may be able to start Pre-school and/or Reception early.

**4.4.1** Early entry is decided on a case-by-case basis

**4.4.2** The decision regarding early entry into Reception resides with the principal

**4.4.3** The principal will make this decision in consultation with the family and teachers concerned and with access to relevant reports and information.

#### **4.5 Students with Disability**

**4.5.1** An enrolment application for a student with 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 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)

**4.6.2** A copy of the Student Transfer Advice for intra-state transfers is available from CESA

#### **4.7 Overseas Students**

**4.7.1** St James School should obtain copies of relevant visa documentation regarding overseas student application for enrolment to ensure eligibility for enrolment and funding.

**4.7.2** St James School enrolling students who hold student 500 class visa must ensure all visas are valid.

**4.7.3** When St James School is responding to enrolment enquiries from families with school age children who have entered Australia on other visa sub-classes, including where the

enrolment enquiry is for a dependent of an adult on a student visa, the school should confirm details with their Principal Consultant including the following:

- that the student is eligible to enrol in a Catholic school
- the fees payable

## 5. RESOURCES AND FURTHER INFORMATION

- CESA Vision and Strategic Plan  
<http://www.cesa.catholic.edu.au/about/what-we-believe>  
<http://www.cesa.catholic.edu.au/about/our-strategy>
- Charter for Parents in Catholic Schools SA  
<https://cspsa.catholic.edu.au/resources/charter-for-parents>
- Disability Discrimination Act (2009)  
<https://www.legislation.gov.au/Details/C2009A00070>
- Disability Standards (2005)  
<https://www.education.gov.au/disability-standards-education-2005>
- Enrolment and Support Process for Students with Disabilities  
[Student Diversity, Equity and Inclusion Policy](#)
- [Education of Gifted and Talented Students Policy \(2014\)](#)
- Equal Opportunity Act (SA) 1984  
[http://www.austlii.edu.au/au/legis/sa/consol\\_act/ea1984250/](http://www.austlii.edu.au/au/legis/sa/consol_act/ea1984250/)

## 6 Revision Record

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