



Our Lady of Hope School

Greenwith

POLICY DOCUMENT

ENROLMENT POLICY

RATIONALE

Catholic schools have as their mission and focus the 'integral formation' of the human person (*Congregation for Catholic Education 1977, the Catholic School*,n26). They have a genuine understanding of their role to support parents as the primary educators of their children, particularly in the area of faith education. Upon enrolment of their child, parents enter into partnership with the school to encourage and support their child's education.

Catholic schools are at the service of the Catholic Church to undertake its mission of bringing Christ to all peoples. Catholic schools in participating in this mission need to be open to all families desirous of participating in Catholic education. However, the local church (schools) only has limited resources. As a consequence there is a need to coordinate enrolments so that resources can be planned for both the short and long term and to ensure that Catholic education is provided for those parents who truly cherish the faith development of their child(ren). This policy is designed to provide some guidelines for prioritising enrolments should the demand for enrolments exceed the number of places available.

AGREED PRACTICE

This policy and associated procedures will be implemented as a basis for Our Lady of Hope School to:

- Maintain the distinctive character of Catholic education offered at Our Lady of Hope School.
- Ensure a basis for prioritising enrolments should demand for enrolments exceed supply.
- Allocate those places available in a just and equitable manner, whilst being mindful that Our Lady of Hope School has a pre-eminent position in providing education for Catholic children.
- Declare a sensitive option for the poor, the sick and the disadvantaged who seek enrolment at Our Lady of Hope School.
- Establish ideal and maximum enrolment numbers for individual classes and the school as a whole.
- Ensure that children with specific physical, educational, social or health needs are given access to appropriate educational opportunity and facilities.

SUPPORT DOCUMENTS

The supplementary documentation that supports this base paper includes:

Appendix 1 Application for Enrolment Requirements

Appendix 2 Criteria for Enrolment

Appendix 3 Enrolment applications for Reception

Appendix 4 Determination of Class Size and Placement of Students in Classes

Appendix 5 Expectations of Parents

APPENDIX 1

APPLICATION FOR ENROLMENT - REQUIREMENTS

- 1.1 Application is to be made by completion and return of the Application for Enrolment Form and the presentation of other documents requested.
- 1.2 The school will determine if a vacancy exists in the class(es) required and inform the family accordingly.
- 1.3 Where a vacancy exists, the school will contact the family making application to determine an appropriate time for an interview with the Principal (or the Principal's delegate). There will be times when a family chooses to have a tour of the school and meet with the Principal prior to submitting their enrolment application form. In these circumstances an enrolment interview may not be required, if the Principal deems that they have enough information to make an offer enrolment without an interview.
- 1.4 The purpose of the interview will be:
 - 1.4.1 To meet the family and explore their desires and wishes for the education of their child.
 - 1.4.2 To explore and discuss with families their desire for a Catholic Education.
 - 1.4.3 To provide the family with information about the school, and answer any questions the family has.
 - 1.4.4 To explain the importance of a positive parent and school partnership
 - 1.4.5 To discuss the educational and other needs of the child.
 - 1.4.6 To determine if the involvement of special education staff is required in regard to enrolment support procedures.
 - 1.4.7 To determine whether a place can be offered in line with enrolment criteria.
(see appendix 2)
- 1.5 An interview will generally not be required of those families enrolling a child into Reception where the family currently has children enrolled at Our Lady of Hope School. Enrolment in these cases is accepted upon application with a follow-up information & transition mornings provided by the school.
- 1.6 All families who indicate on the application form that their child has special or other needs will require an interview in accordance with special education procedures as determined by the school and the Catholic Education Office.
- 1.7 Where it is identified that a child has a special need and the school was not notified of this during the enrolment process, the school will need to review the enrolment in light of the additional information.
- 1.8 Following interview the family will be informed in writing of the outcome of the enrolment application.
- 1.9 Where an application is successful, a written acceptance of the enrolment offer, will be requested by the school.
- 1.10 Where an application is unsuccessful no further correspondence shall be entered into by the school.

APPENDIX 2

CRITERIA FOR ENROLMENT

Our Lady of Hope is committed to making its' educational offerings available to all families who select it as their school of choice. We are committed to confirming acceptance of enrolments in a timely manner and therefore families who enrol their children early have a stronger chance of securing an enrolment at Our Lady of Hope, regardless of which priority group they fall into.

In the event that the demand for places exceed the number of places available the following ordered criteria may apply in determining eligibility for enrolment at Our Lady of Hope School:

2. Preference of enrolment shall be given to:

Priority Group 1:

- Catholic children whose parents \ families are active members of the Tea Tree Gully Parish.
- Siblings of children already enrolled at the school.
- Children of parents employed by the Military who are transferring from interstate.
- Children transferring from Catholic Schools interstate who are moving into the local area.
- Children transferring from other Catholic Schools as a result of the family moving into the local area.

Priority Group 2:

- Children transferring from other local Catholic Schools.
- Catholic Children from other parishes.

Priority Group 3:

- Children of non -catholic families whose parents indicate a willingness to support the Catholic ethos of the school.

2.1

PRINCIPAL'S CONSIDERATION

In addition to the criteria listed above the Principal, in deciding on an enrolment application, will take into consideration:

- The recommended maximum class size (see Appendix 4).
- The particular needs of students already enrolled in the class.
- The particular needs of the student whose family seeks enrolment. Where a student has special needs it is necessary for a referral to be made to the Special Education Section at the Catholic Education Office, who will provide advice and recommendations to the Principal concerning:

- 2.1.1 The appropriateness, or otherwise, of enrolment at the school and, where necessary, advice about alternative arrangements.
- 2.1.2 The learning program most suitable for the student.
- 2.1.3 The type and level of support services required to meet the student's special needs.

APPENDIX 3

ENROLMENT APPLICATIONS FOR RECEPTION

- 3.1 Children who turn five on or before the 30th of April will be eligible to enrol in the Reception class at the start of Term 1 in that year.
- 3.2 Children who turn five after the 30th of April and on or before the 31st of October will be eligible to enrol in the Reception class at the start of Term 3 in that year.
- 3.3 Children who turn five from the 1st of November and the 31st of December will be eligible to enrol in the Reception class at the start of Term 1 in the following year.
- 3.4 It is important to note that this policy does not allow any flexibility regarding any of the foregoing cut off dates.

APPENDIX 4

DETERMINATION OF CLASS SIZE AND PLACEMENT OF STUDENTS IN CLASSES

DETERMINATION OF CLASS SIZE

- 4.1 The recommended maximum enrolment for a class at Our Lady of Hope School is as follows:
 - 4.1.1 Reception – Year 1 has a recommended maximum enrolment of 25 students.
 - 4.1.2 Year 2 – Year 7 has a recommendation maximum enrolment of 29 students.
 - 4.1.3 Where the school has a composite Year 1/2 class, the recommended maximum enrolment will be 27.
- 4.2 There may be exceptional circumstances that would mean that these numbers need to be exceeded by one or two students. This would be a rare occurrence, but may be necessary for reasons such as the following.
 - 4.2.1 Where the most appropriate and feasible class structure for the school requires this to occur.
 - 4.2.2 Where a current school family has overlooked enrolling a sibling of a child who is already attending Our Lady of Hope School (whilst priority will be given to this enrolment, it is not automatically guaranteed).
 - 4.2.3 Where a Catholic family is moving from a Catholic school interstate and want their child/ren to be in a Catholic school.
 - 4.2.4 Other compassionate reason at the discretion of the Principal.
- 4.3 In making decisions about the size of classes, whether it is below or above the recommended enrolment maxima, consideration will be given to the abilities and needs of the particular group of students, and the levels and type of support that can be provided to assist with the teaching and learning in the classes.
- 4.4 Within these parameters, final decisions about class sizes will take into account the educational and behavioural needs of students, the impact of class sizes on staffing costs and on school fee levels, and the financial viability of the school.

PLACEMENT OF STUDENTS IN CLASSES

- 4.5 Placement of students in class groupings for the forthcoming year will be determined by the Principal in consultation with the teaching staff during Term 4 of the current school year.
- 4.6 Parents will be given the opportunity to provide information to the Principal that they believe may be relevant in making decisions about the class placement for their child/ren.
- 4.7 It is recognised that the final decision in regard to placement of students in class groupings for the forthcoming year will be made by the Principal, and that these decisions will be made prior to the conclusion of the current school year.
- 4.8 Transfer of students from one class to another during a school year is not recommended and will be considered only in circumstances deemed exceptional by the Principal.

APPENDIX 5

EXPECTATIONS OF PARENTS

Parents who wish to enrol their children at Our Lady of Hope School will be expected to:

- 5.1 Support the Catholic ethos of the school.
- 5.2 Demonstrate a high level of justice, tolerance and forgiveness in relation to all members of the school community.
- 5.3 Be familiar with the schools expectations of pupils and endorse those expectations with their child(ren).
- 5.4 Advise the school if they judge any of its expectations for pupils are unnecessary or unreasonable.
- 5.5 Be available to discuss aspects of their child's progress at school in a time convenient to all parties.
- 5.6 Be open to hearing considered teacher opinions regarding their child.
- 5.7 Contact an individual teacher if they wish to discuss a matter of concern, and if necessary arrange a mutually convenient time to discuss the matter more fully.
- 5.8 Participate in activities designed to provide / gain information, to work collaboratively for school improvement and where possible offer voluntary service to assist the school achieve its mission (volunteers must obtain a Catholic Police Clearance).
- 5.9 Avoid undermining teachers in the eyes of their children by not making critical comments about individual teachers, the school or of the teaching profession in general.
- 5.10 Support the school in its actions and exert firm parental support in cases where their child's behaviour is deemed unacceptable by the school and/or is seriously detracting from the quality of learning opportunities for the child or others in the school.
- 5.11 Be responsible for the payment of school fees as set by the School Board. It is expected that all families will contribute to the payment of fees and when families are experiencing difficulties with meeting their fee commitments they are expected to communicate with the school so that mutually agreeable arrangements can be made.
- 5.12 Participate in school activities, events and initiatives, particularly those that build community.
- 5.13 Adhere to School Policies as laid down by the School Board.



(Chair)

5-8-19

(Date)



(Principal)

5-8-19

(Date)