



ST JOSEPH'S PRIMARY SCHOOL

544 Balcombe Road, Black Rock, Vic 3193

Telephone: 9589 4685 Fax: 9589 7612

Email: office@sjblackrock.catholic.edu.au

www.sjblackrock.catholic.edu.au

ENROLMENT POLICY

2017

Ratified by Leadership Team: 17 September 2017

Ratified by Education Board:

Review 2020

Enrolment Policy - Explanatory Statement

1. Preamble

1.1 Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

1.2 Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership with the school by supporting the school in furthering the spiritual and academic life of their children.

2. Enrolment

2.1 You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgment of the enrolment form does not guarantee enrolment at the school.

2.2 To meet school and government requirements, you will need to provide the school with a completed enrolment form including, amongst other things, the information listed below.

Evidence of your child's date of birth, eg. birth certificate, passport.

Information about the language(s) your child speaks and/or hears at home.

Religious denomination

Immunisation certificate (showing whether your child has been immunised against diphtheria, tetanus, polio, measles, mumps, rubella, whooping cough and haemophilus influenza type B)

Certificate of Baptism (and Reconciliation, Eucharist, Confirmation, if these sacraments have been completed).

Nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted) where applicable.

Names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) or parents / guardians.	Doctor's name and telephone number.
Parent / guardian occupation, Qualification and level of education attained.	Medical information about your child (for example, does the child suffer from asthma, diabetes, allergies, poor eyesight / hearing, a diagnosed disability, etc.) and details of any medication that the school will be requested to administer to the child or health / attendant care needs.
Names of emergency contacts and their details.	Information on additional learning needs (for example, does your child require additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc).
Specific residence arrangements.	Parenting agreements or court orders, including any guardianship orders.

2.3 After lodgment of this form, school staff may need to request further information from you, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if you require it.

2.4 Subject to any special exercise of discretion by the Parish Priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic primary schools. The order of priority is:

- (a) Catholic children who are residents of the parish
- (a) Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest
- (c) Catholic children from other parishes (for pastoral reasons)
- (d) children from non-Catholic Eastern churches who reside in the parish
- (e) children from non-Catholic Eastern churches who reside outside the parish
- (f) other Christian children who reside in the parish
- (g) other Christian children who reside outside the parish
- (h) non-Christian children who reside in the parish
- (i) non-Christian children who reside outside the parish

3. Fees

3.1 The setting of fee levels and other compulsory charges in Catholic primary schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce

any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Principal of the school.

3.2 The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

3.3 At the time of lodging an enrolment application all new families will be required to pay a non-refundable enrolment fee of \$70.00. A refund will be only provided in the event of a family not being offered an enrolment place.

3.4 Upon accepting a place for their child the family must also pay \$300.00 to secure the place. This will then be deducted from the following year's first term fees. This is only refundable if the family decides to attend Stella Maris, Beaumaris.

4. Enrolment under minimum school entry age

4.1 The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. The school will make an assessment of a child's readiness for school when considering the enrolment of a child under the minimum age. Enrolment under minimum school entry age is not encouraged.

4.2 In the rare situations where:

- (a) a parent/guardian seeks enrolment of a child under the minimum starting age
- (b) the Principal supports the enrolment of that child at the school if approval were granted the approval of the Director of Catholic Education is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

5. Terms of enrolment regarding acceptable behaviour

5.1 Our school is a community that exemplifies the gospel values of respect, inclusion, excellence, stewardship, compassion, hope and equity & justice. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and in this regard, understands their rights and acknowledges their obligation to behave responsibly.

5.2 Every person at the school has a right to feel safe, to be happy and to learn, therefore we aim:

- (a) to promote our gospel values of respect, inclusion, excellence, stewardship, compassion, hope and equity & justice;
- (b) to acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
- (c) to maintain good order and harmony;
- (d) to affirm cooperation as well as responsible independence in learning; and (e) to foster self-discipline and to develop responsibility for one's own behaviour.

5.3 The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and the school's Code of Conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.

5.4 Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

6. Terms of enrolment regarding conformity with principles of the Catholic faith

6.1 As a provider of Catholic education, the school Principal will take into account the need for the school community to represent and conform with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Pupils and families who are members of other faiths are warmly welcomed at our school. However, the school reserves its right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

7. Terms of enrolment regarding provision of accurate information

7.1 It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon his or her physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.

7.2 Parents and guardians must provide accurate and up to date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.

7.3 Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.

7.4 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

8. Enrolment for children with additional needs

8.1 The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:

(a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma);

(b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individualised educational programs, behaviour support plans or other educational interventions as may be relevant);

(c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals; and

(d) any limitations on the school's ability to provide the additional assistance requested.

8.2 The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

8.3 As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess:

(a) whether the additional assistance remains necessary and/or appropriate to the child's needs

(b) whether the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals

(c) whether it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

9. Assessment and updates

9.1 Various opportunities are provided during each schooling year to inform you of your child's progress. You will receive two written reports each year, and arrangements will be made for at least one interview where you can discuss your child's progress with the teacher. In addition, you can always contact the school to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

10. Privacy Policy

Please go to the school's website to access St Joseph's most up to date Privacy Policy. www.sjblackrock.catholic.edu.au

Parent/Guardian Declaration

In enrolling my child at this school, I/we accept that she/he will be educated in the Catholic faith within a Christian educational environment.

- I/we accept that support of school staff and co-operation concerning activities is essential.
- I/we accept the standards the School sets regarding grooming, uniform and personal presentation.

- I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the school (except where exemptions/remissions have been sought and granted).
St Joseph's school relies heavily on the payment of school fees to supplement funding from the Commonwealth and State Governments. We would not be able to

continue without payment of school fees. In every instance, a genuine attempt should be made to arrange an affordable, regular payment plan for fees by parents.

- I/we accept that the school does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my/our responsibility.
- In the event of any illness or accident, I/we authorize the obtaining on my/our behalf of such medical assistance as my child may require.
- I/we understand that excursions, incursions, water safety training, tennis and overnight camps are an integral component of the School's educational program and I/we fully support my/our child's participation in these events.
- I/we agree to give the School permission to contact any educational or medical agency to aid my child receiving the best possible education whilst at this school.
- I/we acknowledge that the school may disclose personal information to the school parish to facilitate religious and sacramental programs, to build community and support the works of the Parish.

Parent / Guardian 1 Signature:		Date	
Parent / Guardian 2 Signature:		Date	

Procedures

1. Enrolments are advertised through the school newsletter, parish bulletin, and on kindergarten and childcare centre notice boards.
2. Enrolment applications for the following year open on the first school day in March.
3. First round offers of a place will be sent by the parish Priest in mid June.
4. Acceptance of offers must be returned within 10 days.

5. Once a position has been accepted another letter from the principal shall be sent requesting \$300 per family to secure a place in the school. This payment is non refundable and will come off the family's first term fees. A refund will be only provided if the family takes up a position at Stella Maris Beaumaris and then the \$300 will be transferred directly to Stella Maris.

6. Families not successful will be sent a letter of non-acceptance and where relevant an offer to be placed on a waiting list pending enrolment vacancies.

7. Change of surname from original birth certificate will only be accepted when appropriate legal documents are provided to the school.

Foundation Induction Program:

1. Written reports from kindergartens and childcare centres are sought for all children enrolled to assist with a smooth transition to school.
2. Occasionally teachers visit kindergartens and childcare centres to observe children enrolled who have specific learning needs, or phone the teachers and childcare workers concerned to gather any additional information required.
3. Three school orientation visits are offered to the incoming Foundation children.
4. A Parent Information Night is offered in October.
5. A Welcome to the Parish night is offered in November to new families. This night is a combined night for new families from both St Joseph's and Stella Maris schools and the Parish Priest runs the night.
6. Meet the teacher is offered on the same day existing students meet their next year's teacher.
7. Current Year 5 students are buddied with new Foundation children.
8. Foundation children are introduced to full-time school on a gradual basis over a transition period of five weeks.
9. Individual Numeracy and Literacy Testing are conducted on Wednesday's during the transition period.



ST JOSEPH'S PRIMARY SCHOOL

544 Balcombe Road, Black Rock, Vic 3193

Telephone: 9589 4685 Fax: 9589 7612

Email: office@sjblackrock.catholic.edu.au

www.sjblackrock.catholic.edu.au

Appendix 1: Parent–School Relationships Code of Conduct

Introduction

At St Joseph's we are committed to nurturing respectful relationships and active partnerships with you as parents. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

As parents, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships.

This Code of Conduct is intended to guide you in your dealings with staff, other parents, students and the wider school community. It articulates the school's key expectations of both staff and parents with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the school's:

- St Joseph's Complaints Policy
- St Joseph's Enrolment Policy

Our Culture of Respectful Relationships

Among students, staff and parents we strive to develop the following:

- a respect for the innate dignity and worth of every person
- an ability to understand the situation of others
- a cooperative attitude in working with others
- open, positive and honest communication
- the ability to work respectfully with other people • trusting relationships
- responsible actions.

In promoting and upholding this culture, we expect that parents will:

- support the school's Catholic ethos, traditions and practices
- support the school in its efforts to maintain a positive teaching and learning environment
- understand the importance of healthy parent/teacher/child relationships and strive to build the relationships



ST JOSEPH'S PRIMARY SCHOOL

544 Balcombe Road, Black Rock, Vic 3193

Telephone: 9589 4685 Fax: 9589 7612

Email: office@sjblackrock.catholic.edu.au

www.sjblackrock.catholic.edu.au

- adhere to the school's policies, as outlined on the school website
- treat staff and other parents with respect and courtesy.

In promoting and upholding this culture, we expect that staff will:

- communicate with you regularly regarding your child's learning, development and wellbeing
- provide opportunities for involvement in your child's learning
- maintain confidentiality over sensitive issues
- relate with and respond to you in a respectful and professional manner
- ensure a timely response to any concerns raised by you.

Raising Concerns and Resolving Conflict

(Refer also to our Complaints Policy)

In raising concerns on behalf of your child, or making a complaint about the school's practices or treatment of your child, **we expect that you will:**

- listen to your child, but remember that a different 'reality' may exist elsewhere;
- observe the school's stated procedures for raising and resolving a grievance/complaint;
- follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive manner;
- refrain from approaching another child while in the care of the school to discuss or chastise them because of actions towards your child. Refer the matter directly to your child's teacher for follow-up and investigation by the school.

In responding to your concerns or a complaint, **we expect that staff will:**

- observe confidentiality and a respect for sensitive issues
- ensure your views and opinions are heard and understood
- communicate and respond in ways that are constructive, fair and respectful
- ensure a timely response to your concerns/complaint
- strive for resolutions and outcomes that are satisfactory to all parties.

Staff Safety and Wellbeing



ST JOSEPH'S PRIMARY SCHOOL

544 Balcombe Road, Black Rock, Vic 3193

Telephone: 9589 4685 Fax: 9589 7612

Email: office@sjblackrock.catholic.edu.au

www.sjblackrock.catholic.edu.au

The school places high value and priority on maintaining a safe and respectful working environment for our staff. We regard certain behaviours as harmful and unacceptable insofar as they compromise the safety and professional wellbeing of our staff. These behaviours include, but are not limited to:

- shouting or swearing, either in person or on the telephone
- physical or verbal intimidation
- aggressive hand gestures
- writing rude, defamatory, aggressive or abusive comments to/about a staff member (emails/social media)
- racist or sexist comments
- damage or violation of possessions/property.

When a parent behaves in such unacceptable ways, the principal or a senior staff member will seek to resolve the situation and repair relationships through discussion and/or mediation.

Where a parent's behaviour is deemed likely to cause ongoing harm, distress or danger to the staff member and others, we may exercise our legal right to impose a temporary or permanent ban from the parent entering the school premises. In an extreme act of violence that causes physical harm to the staff member and his/her property, the matter may be reported to the police for investigation.