ST JOSEPH’S SCHOOL PAYNEHAM ENROLMENT POLICY

Catholic Schools prepare young people for life, by giving Christian witness in the world today. Catholic schools participate in the mission of the Church and are privileged places where the values and practices of Catholic Christianity are lived and taught to students as an integral part of life.

CATHOLIC SCHOOLS WELCOME STUDENTS TO A CHRISTIAN LEARNING COMMUNITY, by inviting them to grow in responsibility and freedom.

The Catholic schools’ ideal is one of responsibility and self-determination, lived out in a community context recognising the unique presence of God in all people.

Children in Catholic schools are members of the Catholic faith or have parents who enrolled their children in Catholic schools on the understanding they will participate in the total life of the school, as the Second Vatican Council reminds us that God loves all people. (Church in Modern World: No 29.)

from ‘A Vision for South Australia’ South Australian Commission for Catholic Schools. (SACCS).

ST JOSEPH’S SCHOOL PAYNEHAM

- Support parents and families who seek a Catholic education for their child within our Parish Community of Payneham.

- Initiate our students into a faith community, which embraces valuing oneself, one’s community and one’s relationship with God.

- It is expected that children enrolling at St Joseph’s Payneham will complete their primary education at this school before progressing to secondary schooling (Year 8).

THE ENROLMENT PROCESS

- Contact the Front Office or Enrolment officer for an information package which includes Application Forms and brochures about the School and Preschool. An information package is available at the Front Office as well.

- Parents / Guardians submit an Application for Enrolment form together with a copy of your child's Birth Certificate and Baptismal Certificate.

- A separate enrolment form needs to be completed for Preschool and Reception.

- The school will confirm receiving the enrolment application which means that your child is on the waiting list as acceptance is not automatic.
• Approximately 12 months before the starting date, parents will be invited to attend an enrolment interview with their child including a personal school tour with the Principal.

A letter of offer with an Acceptance Contract is sent to parents/guardians who gain an enrolment offer after the Interview.

• Parents / guardians fill in and return the Acceptance Contract together with the enrolment deposit which is $50 for Preschool and $100 for School. Parents have approximately one month to accept a place for their child. This fee is deducted from the first term’s account.

• Parents are required to give the Principal at least one term’s notice for any change in their child’s enrolment commitment, otherwise the next term’s fees and charges will be payable.

• An Information Morning for new parents is held in the term before your child is due to start school. This coincides with the first session of the Induction Program.

• All Preschool and Reception children participate in a Transition Program where they attend three morning sessions over a period of three weeks. There is also a Transition Program for parents wishing to enrol their child in Years 1 – 7.

**ENROLMENT INTO ST JOSEPH’S PAYNEHAM PRESCHOOL**

There is a single intake policy for Preschool. Children who turn 4 years by 30th April begin Preschool in Term 1 of that year. Children who turn 4 years after 30th April will begin the following year.

Preschool children may spend a maximum of 4 terms in Preschool. Each child has 15 hours universal access (on a fortnightly schedule).

Catholic Preschools are granted Government funding on the understanding that the service they provide is open to the wider community. Accordingly, the enrolment process for Catholic Preschools is separate from that of the school. School policy and advice to parents are clearly distinguished between the schools and the Preschool policies. Separate enrolment forms are used for the Preschool.

**ENROLMENT INTO ST JOSEPH’S PAYNEHAM SCHOOL**

There is only one intake for Reception.

Children who turn 5 years by 30th April begin Reception in Term 1 of that year. Children who turn 5 years after 30th April will begin the following year.

• There will not normally be an intake throughout the year as there is a single intake policy.

• Enrolment of a child aged five into Reception is a matter of parental choice. In South Australia, no child is required to attend school until they are six years of age.
**Priority for a child's enrolment is given to:**

1. Siblings of existing students at St Joseph’s.
2. Children whose families participate in the Payneham Catholic Parish.
4. Children of St Joseph’s School old scholars.
5. Catholic children living outside the Parish.
6. Children of other Religious Traditions.

**ROLE OF PARENTS / GUARDIANS**

When Parents / Guardians enrol their child at our school, they are expected to actively support the ethos of our school by supporting school staff and policies and practices; attending official school functions and accepting responsibility for the payment of tuition fees and other incurred costs.

**CHILDREN WITH SPECIAL NEEDS**

To ensure that enrolment at our School is in the best interest of the child, the “Application for Enrolment” of children with special needs due to medical and/or psychological conditions will be processed through the Catholic Education Office in consultation with families and the School.

**FURTHER INFORMATION**

Check the Preschool Brochure for full details of days and procedures.
Check the School Brochure for details about programs, services and facilities.