



St Joseph's School  
**PAYNEHAM**

Early Years - Yr6

**Playgroup / Piccolini / Preschool / Reception—Year 6**

## 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 learning 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).*

- We support parents and families who seek a Catholic education for their child within our Payneham Parish Community.
- We 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 until Year 6 before progressing to secondary schooling in Year 7.



## **When can my child start school?** Available for Preschool and Reception

### *Beginning in Term 1 in January*

- Preschool: Children who turn 4 years between 1<sup>st</sup> November and 30<sup>th</sup> April.
- Reception: Children who turn 5 years between 1<sup>st</sup> November and 30<sup>th</sup> April.

### *Beginning Mid-Year in Term 3 in July*

- Preschool: Children who turn 4 years old between 1<sup>st</sup> May and 31<sup>st</sup> October.
- Reception: Children who turn 5 years old between 1<sup>st</sup> May and 31<sup>st</sup> October.

Check the enrolment calculator in the school website: [www.stjopayn.catholic.edu.au](http://www.stjopayn.catholic.edu.au)

## **THE ENROLMENT PROCESS**

- All families making enquiries are invited to attend an Open Morning.
- Contact the Front Office or Enrolment officer for an information package which includes Prospectus, Application Forms and brochures about the School and Preschool.
- Parents / Guardians submit an Enrolment Application Form together with a copy of your child's Birth Certificate, Baptismal Certificate and immunization summary record from the myGov website..
- The school will confirm receiving the enrolment application which means that your child is on the waiting list as acceptance is not automatic.
- An offer of Enrolment with an Acceptance Contract is sent to parents/guardians after the Interview approximately one year before your child starts. 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 families is held in the term before your child is due to start Preschool or School. This coincides with the first session of the Transition Program.
- There is also a Transition Program for parents wishing to enrol their child in Years 1 – 6.
- All new Preschool enrolments are encouraged to participate in the "Piccolini" 3 - 4 year old sessions and a special "Meet and Greet" session before they move into Preschool.

## ENROLMENT INTO ST JOSEPH'S PAYNEHAM PRESCHOOL

Children who turn 4 years by 30<sup>th</sup> April begin **Preschool** in Term 1 of that year.  
Children who turn 4 years between 1<sup>st</sup> May and 31<sup>st</sup> October begin Mid- year in July.

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/ guardians are clearly distinguished between the schools and the Preschool policies.

### Ready for Transition

**Playgroup:** Parent/ carer can enrol their child at any time during school terms.

**Piccolini:** Children are eligible when they are 3 years of age and toilet trained.

**Preschool:** Children who turn 4 years of age before 1st May may access 15 hours per week in a 5 day fortnight attending from 8.40am— 3.00 pm.

**Mid – Year Preschool:** Children who turn 4 years of age between 1st May and 31st October attending 5 days per week attending 8.40am—3.00pm.

## ENROLMENT INTO ST JOSEPH'S PAYNEHAM SCHOOL

Children who turn 5 years of age by 30<sup>th</sup> April begin **Reception** in Term 1 of that year.

Children who turn 5 years of age between 1<sup>st</sup> May and 31<sup>st</sup> October begin Reception in Term 3 and continue until December the following year.

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 Payneham.
2. Children whose families participate in the Payneham Parish Community.
3. Catholic children who live within the Payneham 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 Preschool and 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 school Prospectus for further details.

Check the Preschool Brochure for full details of days and procedures.

## Contact us



Lanette Burke or Dora Cavuoto (08) 8206 5100



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[www.stjopayn.catholic.edu.au](http://www.stjopayn.catholic.edu.au)



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## REVIEW

Yearly review of policy and procedures for Enrolments.

All staff are to be involved in this review.

Created: 2012 Reviewed: annually

Principal's Signature: Simon Mechis Date: 1/ 10 / 2021

Ratified by School Board