



Mater Dei Catholic Primary School

ENROLMENT POLICY AND PROCEDURES

Mater Dei Catholic Primary School adopts the Catholic Schools Office Wagga [Enrolment Policy](#) and [Enrolment Procedures](#).

Mater Dei Catholic Primary School is a community in which Catholic beliefs are taught and the Catholic faith is experienced, witnessed and shared. In this way the school is sharing the Mission of the Church.

The community acknowledges those children in greatest need ensuring that no child is deprived of a Catholic Education because of genuine financial hardship.

AIMS:

- To provide a Catholic Education for all children in our community irrespective of their differing needs, providing that school resources can support them.
- To ensure that no child is denied a Catholic Education because of genuine financial hardship.
- To ensure all parents will give a firm undertaking that they accept and support the life, nature and identity of the Catholic School, including participation in all aspects of religious Education.

IMPLEMENTATION:

- Priority of access is given to Catholic children.
- Siblings of children already attending the school will be enrolled.
- Children of other Christian families may be enrolled after the other priorities for access have been taken into account. Parents of these children should indicate that they support the involvement of their children in their own faith communities.
- Children of non-Christian families may also be enrolled in keeping with the above principles.
- Children to be enrolled in Kindergarten must turn five years of age by 30th of April of the year of commencement.
- All parents wishing to enroll their children at Mater Dei Catholic Primary School must complete the application for enrolment form, return it to the school by the due date and attend an interview with the Principal. A final decision regarding the child's enrolment will be made following the interview.

ENROLMENT CRITERIA

- Parents who are willing to support the religious principles and practices of the Catholic faith are eligible to apply to enroll their children at Mater Dei Catholic Primary School.
- At the close of the enrolment period, all applications and documentation will be reviewed before an interview is offered. Baptismal, Birth and Immunisation certificates must accompany your application for enrolment.
- When applications exceed the number of available places, offers for enrolment will be given in the following order:
 - a) Children baptised Catholic who are parishioners of Sacred Heart Koorungal Parish and reside within the Mater Dei Catholic Primary School Zone
 - b) Children baptised Catholic and living in the Sacred Heart Koorungal Parish (An application should be made at Sacred Heart Primary School)
 - c) Catholic children outside the Mater Dei Zone (An application should be made at your Parish School)
 - d) Children of other faiths within Mater Dei Zone (An application should be made at your



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local primary school)

e) Children of other faiths outside the Mater Dei Zone (An application should be made at your local primary school)

In final determinations, age and readiness of applicants will be taken into account (oldest applicants are given preference in Kindergarten enrolments). Consideration for siblings may be given providing criteria and readiness are met. In extenuating circumstances, other applicants may be considered at the discretion of the Parish Priest and Principal. In the event that applications for enrolment far exceed available places, interviews may only be offered to Parish Catholic families in the first instance

ADMISSION TO KINDERGARTEN

1. There is one general admission of pupils to Kindergarten each year. Numbers will be determined depending on volume of applicants.
- 2 Pupils may be admitted in first term
 - a) if they are already five years of age
 - b) they will have reached the age of five no later than 31st May.
- 3 A priority order for enrolment will be made based on religion, address, age, and assessment of readiness at time of interview.
- 4 Children who turn five years of age after 31st May will not be admitted before the first term of the following year. In recent years there has been a trend of more applications than available places. If this trend prevails, then age and readiness will be the final criteria for offering placements.
- 5 An offer of enrolment will be made after taking all above matters into consideration.

GENERAL

- 1 Parents will be notified, in writing, by the Principal indicating the result of their application.
- 2 A School Information evening for parents will be offered early in term 4 (parents only).
- 3 A number Orientation Sessions for prospective Kindergarten children will be held in Term 4 of the year preceding the child's enrolment.
- 4 Subject to enrolment criteria, children with special needs, whose needs are able to be met by the school, are welcome to apply for enrolment. A formal assessment process must be undertaken before enrolment.
- 5 Every application must be accompanied by the child's baptismal certificate, birth certificate and immunisation certificate.
- 6 Enrolment in other Catholic schools does not guarantee admission to Mater Dei School and vice versa.
- 7 The payment of fees and levies is an expectation of all families. However, with the agreement of the school principal and priest, inability to pay school fees and other charges fully or in part, because of circumstances beyond the control of parents, will not be an obstacle to admission



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ENROLMENT OF CHILDREN WITH SPECIAL NEEDS:

Prior to enrolling a student with special needs, it is essential that the school community is sure that the Diocese and school can provide the services and facilities necessary for the student's education "without imposing unjustifiable hardship on the education authority" (Disability Discrimination Act 1992).

When initial contact is made with the school the following steps should be followed (from [Ascertainment Guidelines for the Enrolment of students with disabilities](#)):

- The Principal arranges an interview with the parents and the child. (The present Principal may request for the Education Officer Special Services to be present.)
- The Principal may be notified by the CSO/Special Services if an "Early Childhood Transition Form" or a "Transition To High School Form" is received.
- The Principal requests relevant reports, documentation and assessments.
- A diary of all conversations/meetings regarding enrolment should be kept.
- Parents are asked to sign a *Release of Information Form*.
- The Education Officer Special Services will contact appropriate personnel who are familiar with the child (Pre-school, Early Intervention, Therapist, Psychologist etc) and speak with them regarding the child's proposed needs in the school environment.
- If possible, the child is observed in Pre-school or school setting.
- An interview is held with the Education Officer, prospective class teacher and other relevant school staff to discuss all information gathered.
- An interview is held with parents to discuss progress of application.
- An Ascertainment Support Meeting is held to determine what is required to assist the student to access the curriculum and to support their social and physical needs.
- A decision is made concerning the enrolment of the child in consultation with the Principal, parents, Education Officer and, in the case of a child with moderate to high needs, the School Consultant and the Director.

Reviewed August 2009