



## ST MARY MACKILLOP SCHOOL, WALLAROO ENROLMENT POLICY

### RATIONALE

St Mary MacKillop School is a co-educational Catholic school from Reception to Year 9 in Wallaroo within the Pt Pirie Diocese. The following policy provides the guidelines for enrolment of children at the school.

### CHRISTIAN VALUES

- Our commitment is to offer a high-quality Catholic education that is accessible and affordable.

### OBJECTIVES

- To preserve the Catholic ethos of St Mary MacKillop School.
- To allot those places available to applicants in a most equitable manner.
- To participate in the local church's ministry to its faith community and in its mission to the wider community.
- To declare an option for the disadvantaged.

### GUIDELINES

#### Reception Enrolment

*Catholic Education South Australia and therefore our school, allows Primary schools the option of having either one or two intakes.*

1. Children who turn five up to the end of **April** in each year will be enrolled in the Reception class at the start of Term 1 and will normally spend twelve terms in Junior Primary – that is, in Reception to Year 2.
2. Those children who turn five **on or after May 1<sup>st</sup> and before 31<sup>st</sup> October** may be enrolled at the commencement of Term 3 in that year and will spend 14 terms in Reception to Year 2. Students who commence Reception in Term 3 will spend six terms in Reception.

Our policy of two intakes per year for children starting Reception operates within the following parameters:

- A strong commitment to continuity of learning based on research and developmental growth of children
- A context of transition into primary schooling which is consistent with CESA ethos and identity
- Continued political advocacy at State and Federal level in relation to Long Day Care and increased and equitable funding for Preschool services in CESA
- Families will be encouraged to seek full Preschool entitlement for every child

- Children starting in Reception in Term 3 will have a minimum of 6 terms in Reception
- The criteria for starting Reception on the first day of school in Term 1 continues to be that the child will attain the age of 5 on or before 30 April in that year – with consideration given by the Principal in consultation with the family (and Kindergartens) to the developmental readiness of the child – particularly for those students born in April.
- The criteria for starting Reception on the first day of school in Term 3 is that the child will have attained the age of 5 on or before 31 October in that year.
- Children whose birthday falls between 1 November and 31 December are not eligible to commence school before the following year.

### **Enrolment in all other year levels**

1. Students may be accepted into all other year levels at any time of the school year, following the Enrolment Procedure.

## **CRITERIA**

The following criteria (in order) are used as guidelines and priorities for accepting students to St Mary MacKillop School should there be too many prospective enrolments for a particular year:

- Siblings of current students.
- Catholic children whose families have demonstrated a commitment to the Catholic faith and are actively involved in and supportive of the local parish.
- Children of Catholic families transferring from another Catholic School into the local Catholic parish.
- Baptised Catholic children.
- Enrolments of children of old scholars.
- Committed Christians from other traditions.
- Families committed to other religious traditions e.g. Muslim, Hindu.
- Families not committed to religious traditions.

Date of application may come into effect in conjunction with the above criteria when numbers become critical.

Enrolment of children with special needs will be undertaken with the guidance of the Special Education Consultation from Catholic Education SA.

## **PROCEDURE**

1. Following verbal application parent(s)/caregivers will be provided with:
  - Application for Enrolment Form
  - Copy of school's Privacy Policy
  - Application for Enrolment letter (doc2)
  - Copy of school's Enrolment Policy
2. Upon receipt of 'Application for Enrolment Form' and \$20 application fee, the school forwards:
  - 'Acknowledgement of Application for Enrolment' letter (doc3)

- A receipt for the application fee.
- 3. The School Administration Officer will contact parents/caregivers to make an appointment to meet with the Principal to discuss the enrolment.
- 4. Upon acceptance of enrolment the school forwards
  - An 'Offer of Enrolment' letter (doc 4)
  - A copy of the signed 'Application for Enrolment' form which details terms and conditions of enrolment
  - And an 'Acceptance of Offer' form (doc5)

**OR**

- 'Non-acceptance of Enrolment letter (doc6) and refund of the enrolment fee.
- 5. Upon receipt of the Acceptance of Offer from the school forwards the
  - 'Acknowledgement of Acceptance' letter (doc7)

## **ENROLMENT INTERVIEWS**

Up to a year prior to starting, siblings of students already attending St Mary MacKillop School and Catholics who live in the parish will be interviewed. Interviews for all other enrolments will follow.

### **RESPONSIBILITIES:**

#### **The Principal will:**

- Offer prospective families the opportunity to tour the school, meet and discuss the offerings of the school.
- Follow the enrolment criteria and procedure.
- Work with students, families, pre-schools, previously attended schools, to ensure that there is a smooth transition following enrolment.

#### **Staff will:**

- Work in conjunction with the Principal and with students, families, pre-schools, previous educators, to ensure that there is a smooth transition following enrolment.

#### **Parents and Carers will:**

- Parents and Caregivers who wish to enrol their children at St Mary MacKillop School will be expected to foster a Christian attitude through practice and example and support the Catholic faith ethos of the school. They will also be expected to support the school in fostering a school spirit emphasising the standards expected in matters of behaviour, uniform, study habits and support.

#### **Students will:**

- Students who attend St Mary MacKillop School will be expected to participate positively in opportunities offered; display Christian attitudes and support the Catholic faith ethos of the school. They will also be expected to abide by the behaviour, uniform, study habits and expectations and requirements.

## **RELATED DOCUMENTS**

South Australian Commission for Catholic Schools policies that provide guidance in this area of our work: Enrolment Policy and Enrolment Procedures, 2021.

## **POLICY REVIEW**

The School Board, staff and students review the effectiveness of this policy when required, at least once every three years.

**REVIEWED: 2025**