ENROLMENT POLICY

Policy

Sacred Heart Catholic Primary School is a Catholic Faith community living Christian values within a wider community. We enrol Catholic children and non-Catholic children whose parents value and support the mission of our school.

Eligibility

Children need to turn five on or before the 30th June in the year they are enrolled in Transition.

Procedure

Enrolment applications are available from the school and from the school website. All relevant documentation must be completed and returned to school, along with a $100 per family enrolment fee prior to the scheduling of an enrolment interview. The enrolment fee is non-refundable and is deducted from the first term’s fees.

All Catholic children living in the parish will be given the opportunity to enrol at Sacred Heart Catholic School.

An application for enrolment must be completed for each child to be enrolled.

Enrolment does not automatically follow as a result of an application. As there are limits to class sizes, children may have to be placed on a waiting list. Preference will be given to:

- Children who enter Transition through the Early Learning Centre
- Siblings of students already enrolled at Sacred Heart Catholic School
- Children of Catholic families within the Parish
- Non-Catholic enrolments may be considered, provided the parents are able to satisfy the school leadership team of their commitment and understanding of the Gospel values. Such enrolments would be accepted on the understanding that children participate in the Religious Education Program of Sacred Heart Catholic School.
Enrolments from outside the parish will be considered for pastoral reasons at the discretion of the Principal. In assessing these applications, the effect on neighbouring Catholic schools will be taken into account.

Catholic children with special needs who are residents in the parish will be enrolled according to the school’s ability to provide a quality education for them. This will be assessed using the “Special Needs Enrolment Policy” set out by the Northern Territory Catholic Education Office.

Enrolment is subject to an interview with the Principal or member of the Leadership Team. Original birth and baptism certificates are required at the interview. Families with children not born in Australia, are required to provide passport and visa documents. Sacred Heart Catholic School follows NT Catholic Education and NT Department of Education guidelines with regard to enrolling overseas students.

**Support of the school**

If the application is accepted, it is understood that parents will comply with the spirit of the school’s Mission Statement by:

- supporting and encouraging Gospel values and the standards or behaviour that those imply
- understanding and supporting school goals and programme.
- accepting and supporting school rules, school policies and procedures
- co-operating with regulations set down from time to time by the school administration. Such regulations are designed to ensure the safety of all and the efficient management of school facilities
- working in partnership with staff
- accepting that children who attend Sacred Heart will partake fully in every aspect of the school program
- accepting the responsibility to be active members of the school community; to pay fees and school levies set annually in consultation with the School Board and listed in the Information Booklet for families.
- maintaining regular communication with the school. Families with low incomes are welcome to discuss accounts available with the Principal. No applicant will be excluded because of inability to pay full fees.
- Contributing to fundraising, working bees and the social development of the School Community.
- Participating in the form of teacher interviews, class meetings, sacramental programmes and various classroom involvement
- ensuring children wear appropriate and correct school uniform each day and arrive promptly to school each morning
assisting wherever possible and supporting the activities and fund raising efforts of the Parents & Friends Association.

- Enrolment in a Catholic primary school does not guarantee an automatic admission to a Catholic secondary school. A separate enrolment for education beyond Year 6 needs to be completed at the preferred school.

Signed:

Kieran Wells (Board Chair) Date: 10 May 2016

Gez Mulvahil (Principal) Date: 10 May 2016