

St Carthage's Primary School

ENROLMENT POLICY & PROCEDURES



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St Carthage's is an inclusive community "In partnership with the parents who entrust their children to the school, and with the wider Parish community, we share in the growth and acceptance of the child's unique worth. It has a shared vision and a feeling of belonging to support learning and learners.

We are at the heart of the Church's mission making connections between life, faith and culture. St Carthage's provides an abundance of quality learning experiences and opportunities which nurtures the lifelong learner.

The Catholic Parish of Lismore established St Carthage's Primary School to support children's education in the Catholic faith.

When seeking enrolment of your child in St Carthage's Primary School you commit to a partnership with the Parish Priest, School staff and the school and parish communities so that together we can achieve our school's Vision.

Enrolment in a Catholic Primary School is regarded as an integral part of the faith development of young Catholics and their families.

An acknowledgment that all students will participate in the Catholic Religious Education Programme and an acknowledged willingness to commit to this mission and the ethos of a Catholic primary School are essential when seeking enrolment.

The school will make every reasonable effort to accommodate their particular learning and access needs of every child.

Enrolment

All children must be turning five years of age by 31st July in their first year of school.

As with all Kindergarten enrolments, individual circumstances will need to be taken into account at the time of the enrolment process.

It is presumed at the time of enrolment, that all Kindergarten students will progress to Year One the following year.

Enrolment into a year other than Kindergarten may be subject to availability depending on class sizes.

Eligibility

1. Priority is given to
 - (a) Catholic families with a commitment to the faith life, worship and service of the parish;
 - (b) Other Catholic families of the parish;
 - (c) Catholic families from other parishes.

If enrolment space still exists after these criteria have been used then:

2. Enrolments of children of other faiths and denominations will apply:
 - (a) Consideration is given to
 - (i) those who already have siblings in the school
 - (ii) those who can show a commitment to Gospel values
 - (b) Children of other faiths and beliefs will be expected to participate in the school's Religious Education programme and all that it encompasses.

Ultimately, all enrolments are at the discretion of the Principal, in consultation with the Parish Priest.

Enrolment Documentation

For enrolment to be completed, the following must accompany the Enrolment Form:

- Copy of Birth Certificate
- Baptismal Certificate
- Immunisation Details
- A copy of latest School Report Card if the child has already attended School
- A copy of any Court Order verifying legal custody and/or access (if applicable)
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A NSW Working with Children Check – Volunteer Declaration form also needs to be completed and witnessed by authorised office staff.

Conditions of Enrolment:

1. Parents are expected to give their children every opportunity to experience their faith in the home and provide encouragement to practice it.
2. Parents are expected to support and encourage the standards of behaviour, discipline, dress, cleanliness, tidiness and other expectations of the school.
3. Parents must accept that all students partake fully in the school programme.
4. Parents are expected to be supportive of the teachers and school administration.
5. Parents are expected to be involved in school activities.

School Fees

The level of School Fees is set by the school to ensure the proper running of the school. You will be informed of this amount during your interview.

School Fee accounts will be sent early in the first three terms of the school year (unless alternative arrangements have been made), and prompt payment is essential.

In cases of genuine hardship, alternative arrangements may be made after consultation with the Principal.

Unless specifically stated, all exemptions and alternative arrangements are communicated to the Parish Priest.

ENROLMENT PROCEDURE:

