

Enrolment Policy



St Francis Xavier Primary

Criteria:

Consideration of applicants will be subject to the following:

- Catholic families of the parish of St Augustine's, Coffs Harbour who are known and involved members of the Parish.
- Catholic families of the Parish who participate irregularly in the life and worship of the Parish.
- Other than Catholic families committed to a Christian denomination who seek a Catholic education and who currently have or have had children within the school.
- Other than Catholic families who are open to the spiritual and religious possibilities offered by a Catholic school.

Enrolment Process

- Interested families are either:
 - directed to the website to complete the online Enrolment Application form.
- When the school receives the application a pre-enrolment interview is then organised with the Principal you will need to bring original copies of the following documents to be sighted.
 - Baptism certificate
 - Birth certificate
 - Immunisation record.
- **Eligible Age** Children who turn (5) by July 31 will be considered for enrolment.
- *If the family is accepted:*
 - the application is entered into SAS and a letter of offer prepared and emailed to the family along with:
 - School Fees Schedule
 - School Fees Contract
 - Direct Debit Authority
 - Checklist
 - Uniform List

- The letter of offer directs new families to the school to contact the Parish Schools Office (PSO) for an appointment with the School Fees Manager.
- Existing families with new enrolments are required to sign a Notice of Acceptance of Enrolment form. This is then required to be returned to the PSO confirming acceptance of the terms and conditions of the new enrolment.
- The Parish Schools Office is emailed a notification that a family has been sent a letter of offer.
- Once the school has received notification from the PSO that the fees appointment has been completed, the family are then ready to commence school.
- If the student is transferring from another school a Notice of Enrolment is emailed to the previous school advising enrolment details.
- If a family is *not accepted*, a letter of non-acceptance is sent to the family.

Appendix

PRINCIPAL'S CHECKLIST

- Enrolment forms and marketing materials for enrolment should detail expectations for student participation in Catholic life ie. Mass, liturgies, Religious Education lessons, prayer, Retreats etc.
- The number of non-Catholics in the incoming cohort in the parish school has been discussed with the Parish Priest and the Director of Catholic Schools.
- In the enrolment and interview process, parents and guardians agreed to respect and support the Catholic identity of the school, and its role in the parish, and acknowledged the importance of Religious Education.
- Pastoral care support and opportunities for involvement in parish life have been discussed at enrolment with all families.
- Catechetical approaches have been reconsidered for classes in years K and 7 where total non-Catholic enrolment is beyond 60% (Mulligan, 2014).
- Priorities and preferences for enrolments have been adhered to, and there exists agreed discernment between schools operating in the same intake area/cluster.
- Interview templates promoted consistency amongst interviewers regarding the above elements.

[2019-20 Enrolment Application Form](#)

[2019 Terms & Conditions of Enrolment](#) [2020 Terms & Conditions of Enrolment](#)

[2019-20 School Fees Contract](#)

[Direct Debit Request](#)

[School Checklist](#)