



# ENROLMENT - A POSITION STATEMENT

## **Preamble**

St. Joseph's Catholic Primary School was established by the Catholic community of Gayndah to support them in educating their children in the Catholic Faith.

When seeking enrolment of your child in St. Joseph's School, you commit yourself to a partnership with the staff and Parish Priest, so that we may work together to achieve our mission.

*'Through its ministry  
as a Caring Christian Community  
based on Gospel values,  
St. Joseph's  
strives to provide an  
holistic education for its students,  
recognising the uniqueness  
and potential of each child  
who is made in the  
image and likeness of God.'*

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

Attendance in a Catholic School is regarded as an integral part of the Faith Development of young Catholics and their families.

## **Our Position**

St. Joseph's School enrolls students from Preparatory Year through to Year 7. When seeking enrolment in St. Joseph's School, Gayndah, the School's Administration will use the following criteria when processing applications -

### Eligibility Criteria

1. Baptised Catholic of Gayndah Parish whose family can demonstrate an involvement in life, worship and service of the parish.
2. Baptised Catholic whose family resides in the parish and whose family is guided by the Gospel values and traditions of the Catholic Church.
3. Brothers and sisters of present and/or past students.

4. A child, though not baptised as a Catholic, belongs to a family that can demonstrate some meaningful relationship with a Christian tradition and is committed to and guided by the values of the Gospel.
5. A child whose family is accepting of the traditions of the Catholic community.

The Principal, in consultation with the Parish Priest may exercise discretion regarding any application and may determine a child's eligibility beyond the stated criteria.

The following table shows eligibility for enrolment in Preparatory Year and Year 1:

<b>Birthdate</b>	<b>Eligible for preparatory year in:</b>	<b>Eligible for Year 1 in:</b>
Child born 1 July 2004 – 30 June 2005	2010	2011
Child born 1 July 2005 – 30 June 2006	2011	2012
Child born 1 July 2006 – 30 June 2007	2012	2013
Child born 1 July 2007 – 30 June 2008	2013	2014
Child born 1 July 2008 – 30 June 2009	2014	2015

#### **Enrolment Procedures -**

1. Parents contact the school and receive an 'Application for Enrolment' form from the office. Parents fill in this form and return it to the school.
2. Parents are invited for an interview with the Principal or Assistant Principal.
3. Parents are notified whether their application for enrolment is accepted.
4. Parents sign and complete a 'Confirmation of Enrolment' form and return it to the school.
5. Parents of Preparatory Year students attend a Parent Information evening at the school.

#### **Enrolment Documentation**

For enrolment to be completed the following documentation must accompany the 'Application for Enrolment' form -

- a. Copy of Birth Certificate
- b. Copy of Baptismal Certificate (if baptised)
- c. A copy of latest school report card if the child has already attended school
- d. A copy of any Court Order verifying legal custody and/or access (if applicable)

## **Enrolment of a Student with Special Educational Needs**

St. Joseph's School will adhere to Brisbane Catholic Education policy and guidelines for the *Enrolment Application and Support Procedures for Students with Special Educational Needs*.

## **Conditions of Enrolment**

- Parents are expected to accept a commitment to give their child every opportunity to experience the fullness of their Faith at home and to give the child every opportunity and encouragement to practise it.
- Parents are expected to support and encourage the Gospel Values and the standards of behaviour that these imply.
- Non-Catholics may be enrolled provided there is room and they accept the philosophy of the Catholic School. However, first preference will be given to Catholic families of this Parish.
- Parents who send their children to a Catholic School and who do not have Christian education as a prime reason for doing so may be instrumental in setting up conflict in the minds of their children and the results could be harmful. This is to be avoided.
- Parents are expected to be supportive of the School Administration, the teachers and various organisations working towards the welfare of the School.
- Parents are expected to co-operate with regulations set down from time to time by the School authorities. Such regulations are devised to ensure the safety and well-being of children and the efficient management of school facilities in response to current legislation and system policies.
- The school is to be notified immediately when a change in custody and/or access occurs.
- Parents are expected to accept and support all school rules and customs.
- Parents must accept that all students will partake fully of every aspect of the school program.
- The placement of children in classes is the responsibility of the Principal following discussion with the teaching staff.
- Parents are expected to commit themselves to the regular payment of school fees.
- Parents are expected to attend the Parent/Teacher Interviews.

## **School Fees**

School fees are issued at the commencement of each month, usually in the first week. The statement will show the following:

- Single Child Fee or Family Fee – which is the tuition fee, charged to educate your child/children.
- General Purpose Levy –charged to provide other benefits to the school, including all student books and photocopying charges
- Building Fund Levy – used to maintain or provide new buildings and ground enhancements.

Parents are asked to pay the account prior to the due date shown on the account.

### ***Methods of Payment***

Payment at school may be made by cash (always pay in person and obtain a receipt) or cheque. Alternatively you may pay through Direct Debit into the school's bank account.

### ***Overdue Accounts***

A Reminder Notice is forwarded for accounts that are unpaid after the due date. Should accounts continue to remain outstanding, a member of the Administration Team will make contact to discuss the outstanding fees. The object of the phone call/contact is:

- a) To collect fees in full; or
- b) To initiate repayment of fees through regular instalments; or
- c) To establish beyond doubt the inability of the family to pay fees and hence begin the process for the family to apply for a fee concession.

### ***Payment Difficulties***

If you are experiencing difficulties in paying your account, please contact the School as soon as possible, preferably before the due date. We will then be in a position to offer some assistance such as of extending the time to pay or offering a payment by instalment option. In cases of extreme financial hardship, the School will consider granting a fee concession.

No Catholic child will be excluded from St Joseph's School on the grounds of genuine inability of the family to pay fees. However, it is necessary for the Principal to be contacted to discuss payment options/possible concessions.

### ***Concessions***

In cases of financial hardship the School will consider offering a concession on Fees. The assessment process takes all income into consideration as well as housing costs and prioritising of home expenditures. For example, no allowance is made for repayments on holiday houses or hire purchase contracts. If a family so decides its priorities to encompass these things, the burden of that decision is the family's.

If a concession is granted, an agreement on the amount to be paid and method of payment will be signed by the applicant and school principal and each will receive a copy for their records.

Concessions on fees are not ongoing and applications must be resubmitted at the commencement of the new school year.

### ***Payment Refusal***

Where accounts have not been paid by the end of the semester and no appropriate arrangements have been made to pay the agreed fee, the account may be placed in the hands of a debt collector.