

ENROLMENT

POLICY

Rationale:

- Enrolment procedures must be clear, fair and transparent for all students. All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

Aim:

- To provide a fair and efficient process of enrolment that satisfies the needs of both students and the school.

Implementation:

- **St Pius X High School, Adamstown, follows the Enrolment Policy (February 2013) of the Catholic Schools Office (CSO), Diocese of Maitland-Newcastle.** Details particular to our school are presented in the following dot points.
- Enrolment Applications are available from the Feeder Primary schools, from the Main Administration Office of the school and are downloadable from the Enrolments page of the school website.
- When completing the enrolment application, parents/carers (from here on referred to as “parents”) must ensure that they provide all of the requested information. Failure to comply with this requirement may result in a delay in enrolment procedures or non-acceptance of the enrolment by the school.
- For enrolments from Year 6 into Year 7, a Year 7 Enrolment Period is advertised. Parents of feeder school students return enrolment applications to their Primary schools. These applications are then forwarded to St Pius at the end of the enrolment period. Parents of non-feeder school students must make application for enrolment direct to St Pius by completing and returning the enrolment application form with supporting documentation to the school by the closing date for enrolment.
- After the closing date for enrolment, an Enrolment Committee, chaired by the Principal and comprised of members of staff deemed appropriate by the Principal and a Parish Priest from a feeder-Parish, when available, will meet to prioritise enrolment applications into the order of preference specified by the Enrolment Policy of the CSO.
- Once the Enrolment Committee has met, any further applications, including late applications from feeder Primary schools will be placed in the appropriate position on the waiting list.
- Following the Enrolment Committee meeting an initial round of enrolment offers is made to parents of feeder school students. Parents of non-feeder school students who have been selected for an offer of enrolment are required to attend an interview with a House Coordinator. Parents whose child has been placed on the waiting list are notified of this fact.
- To accept the offer of enrolment, parents of feeder school students are required to pay an enrolment fee set by the school. Until this fee is paid in full, no enrolment is deemed to have occurred.
- Parents of non-feeder school students must attend the interview with the House Coordinator. Following this meeting, the parents will either be offered a position for their child or will be advised of further information or procedures that the school has deemed necessary before it can make a decision on whether an enrolment position will be offered. If offered a position, parents can accept the position by paying the enrolment fee. Until this fee is paid in full, no enrolment is deemed to have occurred.

- Non-payment of the enrolment fee by the due date, without the expressed permission of the Principal, will result in the offer of enrolment being withdrawn and that position being offered to another student.
- An extensive Transition Program is run by the school to ensure that students making the transition from Primary to High School become part of our school with a minimum of disruption and maximum support. The Transition Program is organised and overseen by the Assistant Principal, Dean of Students.
- Parents wishing to enrol students into any Year after the commencement of the school year must complete and return an Enrolment Application. If there is room in the required Year, the parents and student are invited to an interview with an Assistant Principal (AP). The AP may contact the current and/or previous school of the student before making the decision to enrol the student. If the student is approved for enrolment, the enrolment fee must be paid by the parents in order to confirm the enrolment. If no position exists in the required Year, the student will be placed on a waiting list.
- Students may be enrolled into Year 7 by the procedure in the previous dot point, where they apply for enrolment outside the normal Year 7 Enrolment period.
- Students will be allocated to classes according to a combination of class size and student need.
- Students are enrolled in this school with the expectation that they will abide by all rules and expectations of the school. It is also expected that parents of students enrolled in this school will support the school by following its policies and procedures.

Evaluation:

- This policy will be reviewed as part of the school's Continuum Of School Improvement (COSI) cycle.