St. Paul’s College Kempsey

Enrolment Policy

Implemented 2014
ENROLMENT POLICY

As with all policies at St Paul’s College, the enrolment policy reflects the Catholic nature of the college which is founded on Gospel values and the teachings of the Catholic Church. As St Paul’s College is a parish school, the enrolment policy has been written in consultation with the Parish Priest and the Catholic primary school. Enrolment decisions will, therefore, take the following rationale into consideration.

As a parish school, St Paul’s is the responsibility of the Macleay Valley Parish; therefore, prime consideration will be given to children from this Parish and the neighbouring Nambucca Valley Parish, specifically St Patrick's Primary School, Macksville

For enrolment consideration the following criteria will apply.
1. All students enrolled at St Joseph’s School-Kempsey and St Patrick’s Primary School, Macksville from Kindergarten to Year 6.
2. Children of Catholic families within the Macleay Valley Parish, Kempsey and the Nambucca Catholic Parish, Macksville.
3. Children from practising Catholic families from other parishes.
4. Children from a non-Catholic family who use Catholic schools.
5. Children from non-Catholic family from non-Catholic schools.

The Principal has the responsibility to ensure the Catholic nature of the school is not compromised.

When enrolling non-Catholic students into the College, applicants will be considered and chosen on the following criteria;
1. Is the child from a family which is supportive of Christian values and is a stable unit?
2. Does the child already have siblings in the school?
3. Has the child the academic motivation as a student, to be a successful applicant?

Year 6 students wishing to enrol for the following year are invited via the College newsletter, the Catholic primary school’s newsletter and an advertisement taken out in the local paper “The Argus”.

Formal interviews are held in terms two and three. Letters are then sent in September either confirming enrolment or indicating that the applicant has been unsuccessful.
Those put on a waiting list will be placed in order based on the following criteria:
1. Family is supportive of Christian values and is a stable unit.
2. The child already has siblings in the school.
3. The academic motivation of the child as a student.
4. Any other cases will be referred to the Enrolment Committee.

Enrolment into Years 5 and 6 at St Joseph’s and St Patrick’s Primary Schools does not guarantee enrolment at St Paul’s College.

When a non-Catholic family has children to enrol in both the parish primary and secondary schools, the two Principals are to confer before accepting enrolments so that the enrolment policy may be adhered to in both schools.

Students, who wish to enrol into Years 8 to 12 throughout the year, are invited to attend an interview with the Principal. Progress reports are examined, and if space permits and the applicant meets the above criteria, they will be accepted.

It is Parish School Policy that there is a ceiling of 30 students for general classes and 26 for practical classes.

In considering applications from students with special needs or disabilities, Enrolment Committees are guided by the Diocesan Process for the Enrolment of Students with Additional Needs, which requires that such applications must first be referred to a Catholic Schools Office Special Education Adviser. Following this referral, consultation occurs with the Principal, parents and all other involved parties. After this consultation, the School Enrolment Committee will make a decision regarding enrolment.

Once accepted, students are expected to comply with the conditions of their enrolment. Underlying these conditions is the concept of Respect for self, others and the environment.

The enrolment policy, like all other St Paul’s College policies, is available from the College office on application and the College website.

<table>
<thead>
<tr>
<th>Policy Adopted:</th>
<th>Policy Reviewed:</th>
<th>Policy to be Reviewed:</th>
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<tbody>
<tr>
<td>December 2005</td>
<td>February 2014</td>
<td>Ongoing Formally every five years</td>
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