



St. Finbar's School

Enrolment Policy

This policy is consistent with the *'Enrolment Procedures in Parramatta Catholic Systemic Schools'* document and the statement *'Systemic Catholic Schools in the Diocese of Parramatta: principles underpinning provision, access & enrolment'*.

ENROLMENT PROCEDURES:

St Finbar's is an integral part and ministry of the Catholic Parish of Glenbrook and exists to serve parents endeavouring to realize their responsibilities in educating their child in faith, culture and Catholic tradition.

1. St. Finbar's has a particular responsibility to accept and support those who are poor, marginalized and in most need. Therefore, our conviction is that no student should be refused enrolment or be disadvantaged because of the inability to meet financial requirements.
2. St. Finbar's endeavours, whenever possible, to provide opportunities for evangelisation. However, when the number of places available in a school is exceeded by the demand for placement, the priority for enrolment is given in the following order:
 - 2.1 Children of Catholic families who:
 - a) Live within the geographic boundaries of the parish (or parishes) for which the school was established, on which the school depends, OR
 - b) Live outside the parish geographic boundaries but regularly attend such a parish.
 - 2.2 Children of Catholic families who are parishioners of a parish other than the parish of the school they intend their child to attend provided there are no vacancies at the child's own designated community parish school (other parishes may include either the Latin rite or members of eastern Catholic Churches).
 - 2.3 Children of other Christian churches who, with their parents, respect and agree to support the Catholic mission of the school including the religious education it offers for their children.
 - 2.4 Children of other faiths who, with their parents, respect and agree to support the Catholic mission of the school including the religious education it offers for their children.

- 2.5 Children who, with their parents, respect and agree to support the Catholic mission of the school including the religious education it offers for their children.
3. Siblings of children presently enrolled in the school are considered according to the categories outlined above. Within each of these categories a sibling of a child presently enrolled will have preference over an applicant who does not have a sibling in the school.
 4. When the enrolment of a child is accepted by the school it is the normal practice that continuity of enrolment is provided for the child for all year levels provided by the school. It is also normal practice that a child who has completed primary education in a Catholic parish-based primary school will be given continuity of enrolment in the designated Catholic secondary school(s) serving the parish(es) concerned. If there appears to be significant reason for continuity of enrolment to be withheld, a decision should be made by the Principal, the relevant pastor and the delegate of the Executive Director of Schools.
 5. Children whose fifth birthday occurs on or before July 31st will be eligible for enrolment in kindergarten that year. School readiness should be a significant factor for parents and the school in determining enrolment.
 6. The enrolment of students with disabilities and special needs must first be considered according to the preceding enrolment provisions contained in this document.
 7. When considering the enrolment of students with disabilities and special needs who meet all other enrolment provisions, significant consultation must occur between the principal, the parents of the student, the pastor, relevant school staff and outside agencies, personnel from the Catholic Education Office, Special Education Division and the Area Administrator.
 8. Full fee paying overseas students may only be enrolled in St Finbar's after the needs of local students who are eligible for enrolment have been met.
 9. In the implementation of enrolment of students, respect for pastoral concern and the individual children's needs may require some provision for flexibility to be exercised.
 10. Where it is proposed to make an exemption to the Diocesan enrolment priorities, the Principal, the Pastor and the delegate of the Executive Director must meet to make a determination.

APPLICATION TO PRINCIPAL:

Application to the Principal may be submitted at any time. Kindergarten applications to be lodged in the period prescribed by the Catholic Education Office. The school requires the following documentation:

- Birth Certificate and Immunisation Certificate
- Sacramental Record
- Passport if applicant was born overseas must accompany the application form

INTERVIEW BY PRINCIPAL:

All enrolments require an interview with the school Principal or nominee. The purposes of this interview are to:

- Verify all information
- Establish readiness of the child and the individual needs and circumstances.
- Provide an opportunity for parents to inform themselves of the school.

ACCEPTANCE OF OFFERS:

Acceptance of enrolment is dependent upon the receipt of an acceptance from the parents and a deposit fee of \$20.00 to be paid by the due date. This fee is not refundable, it is used to cover administration costs.

KINDERGARTEN APPLICATIONS MADE OUTSIDE THE PRESCRIBED PERIOD:

Late Kindergarten applications will be dealt with in the order of receipt. Late applications will not displace accepted students irrespective of relative places on the priority list.