

# Our Lady of the Rosary Parish Kellyville

## ENROLMENT POLICY

for

**Our Lady of the Rosary Primary School  
8 Diana Avenue, Kellyville  
9629 2566**



Policy Statement

### **PHILOSOPHICAL BASIS**

*The Catholic Church teaches that “the task of imparting education belongs primarily to the family” and that parents “have a primary and inalienable duty and right in regard to the education of their children” (Vatican council II, Decree on Christian Education, nn 3& 6). Furthermore, parents have the duty “to entrust their children to Catholic schools whenever this is possible.” (ibid, n.8).*

*In order to help parents to realise this responsibility, the Diocese of Parramatta, fulfilling its Christian teacher duty, establishes schools for education in faith and culture, so that these may be integrated into the life of each young person.*

*In accordance with the Church’s expressed option for the poor, children of disadvantaged families and children with special needs are to receive particular consideration.*

## EXPLANATORY NOTES

Our Lady of the Rosary School, Kellyville and St. Angela's School, Castle Hill are Catholic parish systemic schools in the Diocese of Parramatta. All enrolment policies and procedures are advised by the policy statements from the Parramatta Diocesan Schools Board and from the Catholic Education Office regarding general enrolment and enrolment of students with disabilities.

1. The Parish Schools exist to provide a Catholic education for the children of the Kellyville parish community.
  2. Acceptance into either school involves a commitment of the parents to participate in the life of the parish community.
  3. The Church teaches that parents are primary educators and that the role of the school is to assist parents in this task. The schools regard education as a cooperative venture between home and school. Staff and parents both are required to be available for each other and to participate in regular communication and community activity.
  4. The Catholic school exists because of a shared faith of Jesus. Religion is taught because it answers a person's deepest yearnings and provides answers to questions on the meaning of life. The parish schools set a high priority on Religious education and require parents to support faith development, sacramental programs and liturgical celebrations at parish or school levels.
  5. All decisions regarding enrolment are made in the light of gospel values, the School Mission Statements and the vision of Catholic Education in the Parramatta Diocese.
  6. Inability to pay full or part fees is not an obstacle to enrolment. Financial commitments can be arranged individually with each principal.
  7. Kellyville is one of the fastest growing parishes in the diocese of Parramatta. Enrolment procedures will be followed to ensure that priority is given to families who share and support the special character of our Catholic schools. A priority order will be followed that supports:
    - ❖ A strong parish faith community
    - ❖ Gospel priority to support those in need
    - ❖ Priority to religious education
    - ❖ Parent/School partnership and a caring community
    - ❖ A strong Parent Group actively promoting the goals of the school
1. Readiness and age is recognised as a critical factor in a child's achieving potential at each stage of schooling. Research shows that children who are very young for their class are often those who underachieve or fail to reach their potential.
  2. In accordance with the Diocesan commitment to students with special needs, special consideration may be given to the children with disabilities to the extent to which the school is able to meet the child's needs. The enrolment of such children require sensitive dialogue involving the parents, the schools and Catholic Education Office Staff.

## ESSENTIAL PROVISIONS

- The implementation of the Parish Enrolment Policy shall be the responsibility of Our Lady of the Rosary Parish Enrolment Committee.
- The Parish Enrolment Committee shall comprise of the Parish Priest and representative of each school community.

**While all parents and children who are prepared to support the religious Principles and Ideals of the Catholic School may be considered eligible for enrolment, priority in enrolment shall be given in the following order:**

## ENROLMENT PROCEDURES

Each systemic Catholic school has a particular responsibility to accept and support those who are poor, marginalised 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.

1. The document, Systemic Catholic Schools in the Diocese of Parramatta: principles underpinning provision, access and enrolment and this document are to be made available to all members of the parish and school communities.
2. The systemic Catholic school must endeavour, 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:
    - i) live within the geographic boundaries of the parish (or parishes) for which the school was established, on which the school depends; OR
    - ii) 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 in paragraph 2. 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. If there are more applications for Year 7 than spaces available, the Catholic Education Office will assist families to find a position in another Catholic High School within the diocese.
5. Children whose fifth birthday occurs on or before July 31 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. The individual educational needs of the student, as well as the capacity of the school to meet these needs effectively, will be carefully considered. This process must be consistent with the legal principles central to the Commonwealth Disability Discrimination Act 1992.
8. Full fee paying overseas students may only be enrolled in Catholic systemic schools after the needs of local students who are eligible for enrolment have been met.
9. In the implementation of provision 2, 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 exception to the diocesan enrolment priority as outlined in provision 2, the principal, the pastor and the delegate of the Executive Director must meet to make a determination.
11. The enrolment processes implemented in individual systemic Catholic schools must be consistent with this document and the Systemic Catholic Schools in the Diocese of Parramatta: principles underpinning provision, access and enrolment document.

The Executive Director of Schools has determined, as part of the effective operation of the system, the minimum age for enrolment in the first year of Primary School Education. Children should turn five year of age prior to the 31<sup>st</sup> July of the year commencing school.

## **ENROLMENT PROCESS**

1. Application Packages can be collected at the school office.
2. Parents to attend one of the scheduled meetings – contact school for dates: (no need to make an appointment)
3. Complete applications with all required documentation are lodged at the school office.
4. Appointments are made for an interview with the principal
5. The enrolment committee responds to applications.