



Enrolment Policy/Procedure

CONTEXT STATEMENT

The Samaritan College community welcomes the enrolment of students from Reception to Year 12 from families who are seeking education within a Catholic school.

Samaritan College offers a Catholic education to all who are willing to support the ethos of a Catholic school and seek an education according to the conditions contained within this document. In offering enrolment Samaritan College undertakes to provide opportunities for the family to enter into a partnership focussed on providing a safe environment in which children can learn and develop spiritually, socially, emotionally, physically and intellectually within the Catholic faith.

UNDERLYING ASSUMPTIONS, PHILOSOPHY & RATIONALE

- Samaritan College undertakes to support parents/caregivers in passing on Christian beliefs and practices based on the Catholic tradition. Offering a curriculum firmly grounded in the Catholic faith. Samaritan College aims to provide a comprehensive education which encourages students to develop skills, acquire knowledge, and actively participate in, and contribute to, their local community and wider society.
- Parents/caregivers are expected to commit to the Catholic ethos, traditions and aims as stated in the Samaritan College Vision Statement, in particular contributing to the development of a faith community and support of others, maintaining and developing its ethos, educational offerings, financial viability, uniform standards, pastoral programs and student behaviour.
- Samaritan College seeks a partnership honouring the ongoing role of parents/caregivers as the primary educators of their children whilst families respect and support the professional integrity and expertise of staff.
- Accepting an Offer of Enrolment obliges parents/caregivers to make a commitment to Samaritan College as well as accepting the responsibility of meeting school fees and levies unless a prior arrangement is made with the Principal. The College will look to make reductions to fees based on capacity to pay.
- Samaritan College seeks to provide an inclusive education where diversity is valued and the gifts of the individual and collective are valued.

PURPOSES / AIMS

Through the application of this policy, Samaritan College will:

- Provide a fair and equitable method of enrolment
- Provide a Catholic education for the children enrolled
- Seek an ongoing relationship with the parents/caregivers of the child
- Adhere to the Enrolment Policy of the South Australian Commission for Catholic Schools

GUIDELINES & PROCEDURE

The criteria, in the order prescribed below, will guide the Principal in developing a priority for enrolment when demand for positions exceeds enrolment places available. The date of lodging an Enrolment Application will also be used as a guide in determining an offer of enrolment place.

1. Baptised Catholic Children within the Parish
2. Siblings of children already enrolled in the school whose families have demonstrated ongoing support for the ethos of the school.
3. Baptised Catholic children and their siblings relocating from rural communities
4. Children of Old Scholars, including the former Our Lady Help of Christians School, Saint John's College and St. Teresa's School.
5. Children who are transferring from another Catholic school.
6. Catholic children, whose parents/caregivers do not practice their faith, but indicate a willingness to renew their interest and wish to educate their children in the Catholic faith.
7. Non-Catholic children whose parents/caregivers have a commitment to their own faith, and are open to their child's faith development in a Catholic school environment.

Current students who wish to transfer from one primary campus to the other (technically not a new enrolment) can do so pending places being available.)

BASIS OF ENROLMENT DISCRETION

- The Principal of Samaritan College reserve the right of discretion to decline an enrolment – this would be made clear to the family as to why. If an enrolment is declined for a family who meet the criteria above and there is a space available, then permission for the declined enrolment would also be obtained from the Parish Priest and/or Director of Education for Port Pirie Diocese.
- The Principal also reserves the right to decide the campus at which the student is to be located in the primary years;
- Suitability of placement for children with special needs is to be determined, in consultation with the CESA Special Education consultant, prior to an offer of an enrolment place being made;
- In special circumstances, the Principal will consider an application for early entry in consultation with the family and on the basis of access to various assessments, reports and other relevant information.

In addition:

- To assist the enrolment procedure, parents/caregivers are required to lodge enrolment forms in the year prior to the year in which the child is to commence in Reception.
- The child's readiness to begin school will be taken into account when determining a starting date. This will be undertaken in consultation with the parents/caregivers, the child's pre-school and the Principal. It should be noted that the age of compulsion for attending school is six years of age.
- Reasons for a declined enrolment may include:
 - Failure to provide all required documents
 - Failure to agree to all terms and conditions of enrolments including accepting that s/he will be educated in the Catholic faith within a Christian educational environment
 - Providing false information
 - Not providing information within the required time frame
 - Not returning an 'acceptance of enrolment' form within the required time frame

- History of similar occurrences listed above from previous schools i.e. refusal to pay fees at previous school.

INTAKE Reception to Year 6

Reception Intake

Samaritan College has two intakes. The first day of Term One is the first intake, with the Second intake being the first day of Term Three.

To be eligible to start on the first day of Term One the child needs to turn 5 on or before 30 April in that year. Children starting at this time will spend one full year in Reception. To be eligible to start on the first day of Term Three the child needs to turn 5 on or before 31 October in that year. Children starting at this time will spend a minimum of six Terms in Reception.

With both intakes the minimum age for starting school will be four years and nine months.

Intake at Other Primary Year Levels

Intake at other year levels will depend on availability of places which will be offered first to those on the waiting list in priority order according to the enrolment criteria.

7-12 ENROLMENT

Enrolment Years 7 – 12

For students who commence their secondary education at Samaritan College, the enrolment criteria (in the order prescribed above), will guide the Principal in developing a priority when the demand for positions exceeds the number of enrolment places available.

Year 7 and 8 Intake

To assist with the Year 7 and 8 enrolment process, applications from prospective students from other primary schools should be lodged, in the year prior to their commencement of their next school year.

Students attending Our Lady Help of Christians and St Teresa's campuses have a right to continue their secondary education at Samaritan College. Parents/caregivers, however, are required to complete a Student Transition Form to confirm their intention to continue their child's enrolment at Samaritan College in Year 7. Failure to lodge a Student Transition Form by the nominated date (may change each year) may result in a place for your child no longer being available at Samaritan College's secondary campus due to the demand for enrolments from other schools.

It is necessary to complete an Application for Enrolment form and to undergo the full enrolment process for those students commencing secondary education at Samaritan College from other schools.

Intake at Other Secondary Year Levels

Intake at other year levels will depend on availability of places at Samaritan College and these will be offered first to those on the waiting list in priority order according to the enrolment criteria.

Enrolment of Children with Special Needs

Samaritan College will follow the processes for enrolling children with special needs (Physical, Medical, Emotional, Intellectual, Visual, Hearing) identified in [Enrolment and Support Process for Students with Disabilities](#). In accepting the enrolment it is crucial the College and the family understand and accept responsibility for the various needs of the child and the capacity of the College to meet these needs.

Enrolment of Gifted and Talented Students – Early Enrolment

Samaritan College will follow the policy *The Education of Gifted and Talented Students* South Australian Commission for Catholic Schools. Samaritan College acknowledges that there are some students who would benefit from early entry into school (i.e. prior to normal entry birth dates). It is important both parents/caregivers of a gifted student and the College understand the needs of the student and that consultation is carried out with other professionals including the Pre-school Director.

SUPPORTING DOCUMENTS

- [Review of the Same First Day Clause of the South Australian Commission for Catholic Schools \(SACCS\) Enrolment Policy](#)
- Enrolment Procedures 2016, South Australian Commission for Catholic Schools
https://online.cesa.catholic.edu.au/docushare/dsweb/Get/Document-28059/Revised+Enrolment+Procedures_2016.pdf
- Enrolment Policy 2016, South Australian Commission for Catholic Schools
https://online.cesa.catholic.edu.au/docushare/dsweb/Get/Document-28055/Revised+Enrolment+Policy_2016.pdf
- The Education of Gifted and Talented Students Policy 2015, South Australian Commission for Catholic Schools (SACCS)
<http://online.cesa.catholic.edu.au/docushare/dsweb/Get/Document-24818/EducationofGiftedandTalentedStudentsPolicy20141092.pdf>
- On the Same Basis– Implementing the Disability discrimination Act Standards for Education: Section 2 The Disability Standards for Education,
<http://www.decd.sa.gov.au/docs/documents/1/ontheSameBasisSectionTwot.pdf>
- [Enrolment and Support Process for Students with Disabilities](#)
- www.earlyyears.sa.edu.au
- www.cesa.catholic.edu.au

ADMINISTRATION

This policy will be reviewed triennially by the College unless otherwise required.

Signed: _____ Principal

_____ Chair of College Board

Date: June 14, 2018

Ratified and Implemented

Review Date: June 2021