



## Enrolment Policy

### 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 Co Principals. 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 Co Principals 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. Catholic children whose parents/caregivers live in the Catholic Parish of Whyalla and whose parents/caregivers have a commitment to the parish and the practice of their faith.
2. Children who have a sibling currently enrolled at Samaritan College.
3. Children of Old Scholars, including the former Our Lady Help of Christians School, Saint John's College and St. Teresa's School.
4. Children who are transferring from another Catholic school.
5. Catholic children, whose parents/caregivers do not practise their faith, but indicate a willingness to renew their interest and wish to educate their children in the Catholic faith.
6. 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.

## **BASIS OF ENROLMENT DISCRETION**

- The Co Principals of Samaritan College reserve the right of discretion in accepting any enrolment which includes determining 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 Co Principals 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 by the first week of June 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 Co-Principals. It should be noted that the age of compulsion for attending school is six years of age.

## **INTAKE Reception to Year 6**

### ***Reception Intake***

As of 2016 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 Co Principals 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 by the first week in June, 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 Transition Education Nights 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 Policy and Procedures 2012, South Australian Commission for Catholic Schools [http://www.cesa.catholic.edu.au/\\_files/f/2634/Enrolment%20Policy%20and%20Procedures.pdf](http://www.cesa.catholic.edu.au/_files/f/2634/Enrolment%20Policy%20and%20Procedures.pdf)
- The Education of Gifted and Talented Students Policy 2014, South Australian Commission for Catholic Schools (SACCS). <http://www.caa.wt2.com.au/sites/CatholicEducationOfficesSA/media/files/10996.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](http://www.earlyyears.sa.edu.au)
- [www.cesa.catholic.edu.au](http://www.cesa.catholic.edu.au)

**ADMINISTRATION**

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

Signed: ..... Co-Principal  
..... Co-Principal  
..... Chair of College Board  
Date: ..... Ratified and Implemented

Review Date: June 2019