



Student Enrolment Policy

Revised: 2016

Due for Review: 2021

ENROLMENT POLICY PHILOSOPHY

1. All children have a right to a Catholic Education regardless of disabilities, race or sex. Priority is given to children who are baptised Catholics.
2. Jesus placed an emphasis on caring for the poor, disadvantaged and underprivileged. Matthew Gibney Catholic Primary continues to be mindful of families in this situation with regard to both enrolments and fee structures.
3. Parents must have a genuine desire for the religious values of Matthew Gibney Catholic Primary School, it's Catholic Ethos, goals, aims and objectives.
4. Enrolment into our school therefore expresses a commitment by parents to fully support school policies, practices and activities. This commitment extends to the School Board and the Parents and Friend's Association.
5. Where the interests of a child or parent cannot be met within the school, an alternative education facility will be suggested to help meet the family's needs.
6. Once enrolled, all children should feel secure in the knowledge that they are part of a Catholic community.

ENROLMENT POLICY PROCEDURES

Procedure for Application

1. Matthew Gibney Catholic Primary School will advertise for expressions of interest in student enrolments during:
 - a) Term 1 of each year Pre-kindergarten and Kindergarten positions in the following year.
 - b) Various terms for other year levels as appropriate.

Interested parents will be required to complete the Matthew Gibney Catholic Primary School Application Enrolment Form.

2. Parents on their part may apply for enrolment at any time.



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Interview Process

1. Parents will be required to attend an interview with the principal or delegated representative prior to enrolments being confirmed.
2. Parents are required to bring copies of the child's birth certificate, immunisation records, Baptismal certificates, passport/residency details and custody/guardianship information where appropriate.
3. The Parish Priest shall be consulted by the Principal regarding prospective children.
4. Parents will be notified of the outcome of the enrolment application during Term 3 of the year prior to entry into school (Pre-kindergarten and Kindergarten children) and for all other children as soon as possible.
5. Parents will receive notification through an 'Enrolment Form' which they should return by the due date. Failure to do so indicates parental intention to seek enrolment at another school.

Selection Criteria

1. Class sizes.

Classes shall ideally not exceed:

Kindergarten	30 students per class
Pre-Primary	30 students per class
Year 1 & 2	30 students per class
Year 3-6	32 students per class
Composite	30 students per class

2. The school principal determines the size of the classes, mindful of the educational and other needs of the students.
3. Enrolment priorities are as follows:
 - Baptised Catholic children within the parish.
 - Baptised Catholic children.
 - Siblings of non-Catholic children enrolled in the school.
 - Other children.

NB The enrolment priorities are a guideline only. The actual enrolment is at the discretion of the principal. As a family school, every endeavour will be made to accommodate siblings.



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Other Points Relevant to the Local Situation

1. The principal shall contact the child's previous place of education to determine the child's needs.
2. All children with "special needs" will be reviewed prior to enrolment to determine whether the school has the capacity; in terms of programs, appropriate resources and existing student needs; to meet that child's needs by referral to the Special Education at Catholic Education Office.
3. Enrolment in Kindergarten classes is not compulsory. Parents wishing to exclude their children from these classes will need to undergo the enrolment process for PP, provided vacancies exist.
4. Enrolment in a Catholic primary school does not ensure entry in a Catholic secondary school. Parents will need to make applications to the secondary school of their choice.
5. The admission of students from overseas is depended upon the guidelines as prescribed by the Catholic Education Office from time to time.
6. Students are no longer considered enrolled at Matthew Gibney Catholic Primary School if:
 - a) Written notification is received from the parents indicating a change of schooling.
 - b) A transfer notice is received from the child's new school.
 - c) After parental, student, staff and Catholic Education Office consultation; an alternative educational facility is determined to better meet the needs of the child, family and school community.

NB: In the absence of the above three, enrolment of a pupil will cease if no contact can be made with the family for one term.