



RATIONALE

Catholic children shall receive preference of enrolment into Our Lady of the Sacred Heart School.

The school's roll will be managed within the maximum roll prescribed in the school's Integration Agreement.

The number of places potentially available for non-preference students will be governed by the maximum number of allowable places under the school's Integration Agreement.

PRE-ENROLMENT/WAITING LIST PROCEDURES

1. On request, the school will issue the Application for Enrolment forms. These forms will include an outline of the obligations of Enrolment with respect to payment of Attendance Dues.

Applications may be submitted in or after the calendar year (1 January to 31 December) in which the child turns three years of age.

2. On receipt of the completed and signed Application for Enrolment Forms the school will:
 - 2.1 date stamp the application
 - 2.2 place the application into one of two categories:

A. Application for entry – 5 year old

Application acknowledged, in writing, informing parents/caregivers that the child's name has been entered in the Pre-Enrolment Register for the year of entry to be actioned at the appropriate time.

B. Application for transfer from another school

If there is a vacancy at the school, and the Criteria for Enrolment are met, the child may be enrolled immediately.

If there is no vacancy, and the Criteria for Enrolment are met, the application will be acknowledged and the child's name entered on the Waiting List.

- 2.3 file the application in the appropriate Pre-Enrolment Register or Waiting List

ENROLMENT PROCEDURES

3. All Applications for Enrolment will be considered and processed in the following manner:
 - 3.1 Applications for the coming year will be processed after 1 August of the previous year.



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- 3.2 During August/September, the Principal, in consultation with the Parish Priest, will process the Applications for Enrolment in accordance with the Criteria for Enrolment.
- 3.3 During September, the Principal will determine the number of places available for the following year.
- 3.4 By end September, all applications from the Enrolment Register for the year concerned, will be considered and applicants informed of a decision in one of the following ways:
 - A. place offered.
 - B. child's name placed on the Waiting List.
 - C. application declined.
- 3.5 Places will be offered to applicants in order of priority determined by the Criteria for Enrolment and the number of places available.
- 3.6 Acceptances for places offered must be received by the school office within two weeks of the date of the offer being made.
- 3.7 Applicants entered on the Waiting List will be offered places if/when they become available up until the applicant reaches the age of 5 years.

CRITERIA FOR ENROLMENT

4. In allocating places at Our Lady of the Sacred Heart School, the following criteria will apply

4.1 *For applicants holding a duly authorised Preference Card (Preference Candidates), where:*

- A. The child has, or has had, a sibling* at Our Lady of the Sacred Heart School.
- B. The parents/caregivers are actively involved members** of Our Lady of the Sacred Heart Parish Community and live in proximity to Our Lady of the Sacred Heart School.
- C. The parents/caregivers are actively involved members** of Our Lady of the Sacred Heart Parish Community but are not living in proximity to Our Lady of the Sacred Heart School and live closer to another Catholic school.
- D. The parents/caregivers that are not members of Our Lady of the Sacred Heart Parish Community, but are actively involved in their Parish community.
- E. The parent/caregivers are preference applicants.



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- 4.2 For applicants who do not hold a duly authorised Preference Card (Non-preference Candidates), where:**
- A. The child has, or has had, a sibling* at Our Lady of the Sacred Heart School.
 - B. The parents/caregivers are non-preference applicants.
5. For each of the above priority groups, where there are more applicants than places available, places will be allocated in order of the date of receipt of their application.
6. The Principal, in consultation with the Parish Priest, may exercise discretion in seeking to enrol a child/children who do not meet the order of criteria as stated above.
- This includes but is not limited to extraordinary circumstances such as personal tragedy or some other family crisis that needs special consideration. This discretion will be exercised with consideration of our Catholic Character.

Definitions

- * A sibling is a child who shares at least one parent with a previously enrolled child at Our Lady of the Sacred Heart School (i.e. brother, sister, half-brother, half-sister).
- ** Being actively involved members of the parish means being on the parish roll, regularly attending mass and supporting parish life, ministries etc.

CONCLUSION

At all times the Principal will ensure that enrolments are accepted according to the Private Schools' Conditional Integration Act and Deed of Agreement and in keeping with the Special Character of the school.

The Principal will confirm annual to the Board the compliance with the Act and Deed on completion of the new entrant intake.

Review Schedule: Triennially

CHAIRPERSON

SECRETARY



OUR LADY OF THE SACRED HEART SCHOOL ENROLMENT POLICY

Reviewed and amended 18 June 2014
Reviewed and amended 2 November 2011
Reviewed 19 September 2007
Reviewed 17 November 2004
Reviewed June 19 2002
Reviewed 19 August 1998
Reviewed 21 September 1994
Reviewed 20 October 1993
Adopted as Policy 1 June 1993