



St. Francis Xavier's School Urana

Think, Speak and Act Like Christ

| Reviewed 2021 | Next Review 2026 |

Enrolment Policy

St. Francis Xavier's Primary School adopts the Catholic Schools Office Wagga CEDWW [Enrolment Policy and Enrolment Procedures](#).
[SFXU Enrolment Form](#)

St. Francis Xavier's Primary School is a community in which Catholic beliefs are taught and the Catholic faith is experienced, witnessed and shared. In this way the school is sharing the Mission of the Church.

The community acknowledges those children in greatest need ensuring that no child is deprived of a Catholic Education because of genuine financial hardship.

Aims

- To provide a Catholic Education for all children in our community irrespective of their differing needs, providing that school resources can support them.
- To ensure that no child is denied a Catholic Education because of genuine financial hardship.
- To ensure all parents will give a firm undertaking that they accept and support the life, nature and identity of the Catholic School, including participation in all aspects of religious Education.

Process Overview

- Parents contact the school in reference to enrolment.
- The school determines the need for any ascertainment meetings.
- Transition to School Program is advertised.
- Orientation Day/s as required for parents/carers and students.
- Completed enrolment forms are sent in by parents prior to transition. The Administration Officer ensures that these are complete and enters information into SAS/Compass (Enrolment forms are located in the AO's office).
- Optional interviews are available.

Implementation

- Priority of access is given to Catholic children.

- Siblings of children already attending the school will be enrolled.
- Children of other Christian/Non-Christian families may be enrolled after the other priorities for access have been taken into account. Parents of these children should indicate that they support the involvement of their children in their own faith communities.
- Children to be enrolled in Kindergarten must turn five years of age by 30th of April of the year of commencement.
- All parents wishing to enrol their children at St. Francis Xavier's Primary School must complete the application for enrolment form, return it to the school by the due date and attend an interview with the Principal. A final decision regarding the child's enrolment will be made following the interview

Enrolment Criteria

- At the close of the enrolment period, all applications and documentation will be reviewed before an interview is offered. Baptismal, Birth and Immunisation certificates must accompany all applications for enrolment.
- We note that we are a Catholic School and as such, enrolment of your child here acknowledges that your child will learn about religious principles and undertake practices of the Catholic faith.

In final determinations, age and readiness of applicants will be taken into account (oldest applicants are given preference in Kindergarten enrolments). Consideration for siblings may be given providing criteria and readiness are met. In extenuating circumstances, other applicants may be considered at the discretion of the Parish Priest and/or Principal.

Admission to Kindergarten

1. There is one general admission of pupils to Kindergarten each year.
2. Pupils may be admitted in first term
 - a. if they are already five years of age
 - b. they will have reached the age of five no later than April 30.
3. A priority order for enrolment will be made based on religion, age, and assessment of readiness at time of interview.
4. Children who turn five years of age after April 30 will not be admitted before the first term of the following year without extenuating circumstances and will be at the discretion of the Parish Priest and/or Principal.
5. An offer of enrolment will be made after taking all above matters into consideration.

Exemption from Enrolment

Exemption from enrolment may be considered by the school on medical grounds. Please contact the school for further details.

General

1. Parents will be notified, in writing, by the Principal indicating the result of their application.
2. Our orientation program is the Transition program offered by the school.
3. Subject to enrolment criteria, children with special needs, whose needs are able to be met by the school, are welcome to apply for enrolment. A [formal ascertainment process](#) must be undertaken before enrolment.
4. Every application must be accompanied by the child's baptismal certificate, birth certificate and immunisation certificate.
5. Enrolment in other Catholic schools does not guarantee admission to St. Francis Xavier's and vice versa.
6. The payment of fees and levies is an expectation of all families. However, with the agreement of the school principal and priest, inability to pay school fees and other charges fully or in part, because of circumstances beyond the control of parents, will not be an obstacle to admission.

Enrolment of Students with Diverse Needs

Prior to enrolling a student with special needs, it is essential that the school community is sure that the Diocese and school can provide the services and facilities necessary for the student's education "without imposing unjustifiable hardship on the education authority" (Disability Discrimination Act 1992).

When initial contact is made with the school the following steps should be followed ([from Ascertainment Guidelines for the Enrolment of students with disabilities](#)):

- The Principal arranges an interview with the parents and the child. (The present Principal may request for the Education Officer Special Services to be present.)
- The Principal may be notified by the CSO/Special Services if an "Early Childhood Transition Form" or a "Transition To High School Form" is received.
- The Principal requests relevant reports, documentation and assessments.
- A diary of all conversations/meetings regarding enrolment should be kept.
- Parents are asked to sign a Release of Information Form.
- The Education Officer Special Services will contact appropriate personnel who are familiar with the child (Pre-school, Early Intervention, Therapist, Psychologist etc) and speak with them regarding the child's proposed needs in the school environment.
- If possible, the child is observed in Pre-school or school setting.
- An interview is held with the Education Officer, prospective class teacher and other relevant school staff to discuss all information gathered.
- An interview is held with parents to discuss the progress of the application.
- An Ascertainment Support Meeting is held to determine what is required to assist the student to access the curriculum and to support their social and physical needs.

- A decision is made concerning the enrolment of the child in consultation with the Principal, parents, Education Officer and, in the case of a child with moderate to high needs, the School Consultant and the Director.

VISA Students

Students with a Visa are required to present this information to the school at the time of enrolment. At which time the school will forward relevant documentation to CEDWW for verification and allowance to enrol.