



## **ENROLMENT POLICY**

St Dominic Savio School is a comprehensive co-education K-6 school providing an education underpinned by religious values and operating within the policies of the NSW Board of Studies. All applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the school, siblings already attending the school and other criteria determined by the school. Once enrolled, students are expected to support the school's ethos and comply with the school rules to maintain the enrolment. Parents are also expected to be supportive of the ethos of the school.

### ***Procedures***

1. Contact the school on (02) 9597 6956 to arrange an interview with the School Principal.
2. Prior to the conclusion of the interview, the School Principal will inform the parents/guardians whether there is a place available for their child/children at the school. Consideration will be given to interview responses, the ability and willingness to support the school's ethos and the educational needs of the child/children.
3. An offer of enrolment must be accepted by both parents where appropriate unless the Principal agrees to waive this requirement.
4. Upon acceptance of the offer of enrolment, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions. The parents/guardians are requested they read the School Handbook and the school's conditions of entry. They will then be given the following forms to complete and sign for each child accepted into the school:
  - Application for Enrolment form
  - Medical Information form
  - Payment of Fees Contract
  - General Permission Note
  - Data Collection Form
5. The acceptance of the offer must be accompanied by a refundable enrolment bond of \$250. This bond is refundable once the last child in the family has graduated from Year 6. Otherwise, the bond is non-refundable.

Subject to the availability, offers of a place will be made according to whether there are siblings of the student already at the school, the order of the application and the suitability of the applicants. Continuing enrolment is subject to the student's adherence to school rules and the payment of all school fees.

### **Prerequisites for Continuing Enrolment**

The prerequisites for the continuing enrolment of students at St Dominic Savio School include the following conditions for students and parents/carers:

- 1) Attendance at Holy Mass on all Sundays and Holy Days of obligation at the school church, St Joseph & The Child Jesus.
- 2) To take seriously the obligation to study the Catholic Faith.
- 3) To take seriously the obligation to dress according to God's plan as specified in the School Handbook.
- 4) To observe the rules of the school concerning the use of technology at home.

- 5) To pay school fees by the required dates, in accordance with the Payment of Fees contract.

During Term 4 each year, the Principal conducts interviews with the parents/carers of each student. During this interview, adherence to the prerequisites for continuing enrolment outlined above is discussed. Where these conditions are not met, a student's enrolment at St Dominic Savio School may be terminated by the Principal.

#### Enrolment Register

The school maintains a register of enrolments which is retained for a period of 5 years before archiving.

The register contains the following information for each student:

- Student ID
- Surname and given names
- Address
- Age at enrolment and date of birth
- Enrolment date and grade entered
- Pre-enrolment situation or previous school for students older than 6 at the time of enrolment
- Leaving date and destination

The enrolment register is updated by the school Bursar for new enrolments and for students leaving the school. The enrolment register is maintained in an electronic form in the Bursar's office which is backed up regularly. A hard copy is kept in the Principal's office.

Where a student's destination is unknown, the Principal or the bursar make every effort to determine the student's destination by contacting the parents/guardians. Where the student's destination cannot be determined after all efforts have been made, the Principal will notify the NSW Department of Education and record the date of the notification in the enrolment register. The following information about the student will be provided:

- Full name
- Date of birth
- Last known address
- Last attendance date
- Possible destination
- Full name and contact information of parent(s)/guardian(s)
- Any work, health or safety risks of contacting the parent(s)/guardian(s)/student
- Any other information that may help locate the student.