

2018

Enrolment Policy



Pilgrim School

*To challenge and inspire
children in a Christ centred
community*

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INTRODUCTION

In an atmosphere of Christian love, care, discipline and responsibility, we seek to develop each child's God-given potential of body, mind and spirit. To attain this we seek to build confidence and enable a strong sense of self-worth to be established and developed. Each child is recognised as being a precious individual in God's sight and as such, a valued member of our school community.

Pilgrim School offers a Christian-based education to applicants regardless of ethnic origin, gender, religion or disability, provided that:

- parents/caregivers seeking enrolment for their child/ren are prepared to willingly and freely support the Vision, Values and Mission of Pilgrim School
- student places, space and resources are available to meet the educational needs of children being enrolled.

As far as possible, all enrolments at the Reception year level will be accepted, subject to the class planning undertaken each year. This may result in the need to form Composite classes to accommodate the uneven number of children at any given year level. The longer term view is to form a 'double stream' school, should demand require this.

AIMS

We believe that the transition for children into Pilgrim should be as smooth as possible, therefore we will:

- have communication with new children and their families prior to children commencing school
- provide children with opportunities to visit school prior to commencement
- provide opportunities for staff to meet new parents/caregivers
- provide information to new parents/caregivers regarding ways in which they can assist with the transition to school
- provide opportunities for new parents/caregivers to meet other members of the school community
- have contact with kindergartens/pre-schools and other schools through liaising with staff and visiting, where practical, prior to children commencing at Pilgrim.

ENROLMENT PROCESS

Inquiry

- Families seeking information about Pilgrim School will be provided with a Prospectus pack
- Included in the Prospectus pack will be an 'Application for Enrolment' form
- Forwarding an 'Application for Enrolment' form to the school guarantees consideration for enrolment in a class. However, lodgment does not guarantee a position in a class as enrolment priorities (see below) will need to be applied. The Application form should be signed by both parents/caregivers and accompanied by an Application Fee of \$50 (once off, per family cost).

Application Received

- A letter will be sent acknowledging receipt of enrolment application and providing information about the next step in the enrolment process

Interview

Phone or letter contact will be made with families to arrange an Interview time

- Interviews for the Reception class to be conducted in
 - October (16 months or 21 months) prior to expected start date
 - or at the Principal's discretion.
- Children being enrolled are required to attend the interview.

Special Needs

- As a result of the interview, there may be the need for the Principal or nominee to seek permission to collect relevant information about the student, including psychological and medical assessments, reports from the student's current school/setting, a visit to the current school setting etc, to determine the student's educational needs.
- Once the student's needs are assessed, the School will detail for the parents, the types of support the school can offer.

Placement Offered

- A letter to offer placement will be forwarded to parents/caregivers and will include information about a deposit (of \$200) to secure enrolment, with a copy of the letter to sign and return to indicate acceptance.
- A letter to indicate that no placement is available will also be forwarded to parents/caregivers where required.

Placement Accepted

- Placement in a class is secured once the signed letter and deposit are received from parents/caregivers. Both parents/caregivers are required to sign the acceptance letter.

Transition Visits

- Will be arranged with families who have children commencing in year levels other than Reception.

Reception Transition

- Parent Information session – beginning of Term 4, prior to start (for all families with children starting the following year).
- Children starting in Term 1 to visit twice in the last four weeks of Term 4 prior to year enrolled.
- Children starting in Term 3 to visit twice in the last four weeks of Term 2 of the year they are enrolling.
- During the Parent Information session, teachers will clearly communicate to parents and caregivers the details of days/hours of school attendance for the first weeks of schooling.

Student Commences

- Teacher is provided with information about the child.
- Student is settled into the school; stationery, locker, play areas, buddy, etc.
- P&F Class Liaison person informed.
- Follow up contact is made with the family as required.

ENROLMENT PRIORITIES

Enrolment priorities are not meant to exclude applicants, but are intended to ensure that the purposes for which the school was established are maintained.

Priorities for enrolment are as follows:

- Siblings of children already enrolled
- Children of school and Christian church staff
- Children whose parents/caregivers are Christian and have involvement with a Church:
 - Uniting Church Congregations
 - other denominations
- Date of application
- Gender balance of classes

RECEPTION CLASS ENROLMENTS

To ensure that children gain a sound grounding in their first few years of schooling, we aim to give maximum learning time in the Junior Primary years (i.e. Reception to Year 2). We believe that Reception children benefit from a minimum of 4 terms at Reception level. Our intakes therefore will occur in Terms 1 and 3 of each year.

- Term 1 Intake - children need to turn 5 by the last day of April.
- Term 3 Intake - children need to turn 5 by the last day of October.

Early entry may be considered if there are 'exceptional circumstances', such as giftedness. Please contact the school as there is a due process to follow and specific information is required.

ENROLMENT AT OTHER YEAR LEVELS

Enrolment will be dependent on places being available in a class and enrolment priorities will be applied. Other factors considered when determining the year level placement for a child include: date of birth, previous schooling experiences and length of time at school, academic and social/emotional learning needs.

CLASS SIZES

To ensure that a quality learning environment is maintained, the desire is to keep class sizes within the following range:

- Reception to Year 2 - 26 – 28 children
- Year 3 to Year 7 - 28 – 30 children

PROGRESSION OF CHILDREN

Children will generally move with their peers onto the next Year level at the end of each academic year.

Specific educational issues will be discussed with parents/caregivers. Should there be a need to retain children at a certain year level or to accelerate a child, this will be through a negotiated and confidential agreement with the parents/caregivers concerned.