

Enrolment Guidelines



Pilgrim School

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

Policy Title	Enrolment Guidelines
Version	1.1
Current Date of Last Review	July 2020
Proposed Review Date	July 2023
Related Legislation and Regulatory Requirements	Education and Children's Services Act 2019 Privacy Act 1988 Australian Privacy Principles
Cross Sector Guidelines (SA)	
Related School Policies and Procedures	<ul style="list-style-type: none"> • Enrolment Form • Enrolment Agreement • Offer of Placement Letter
Responsibility	Principal and Leadership Team
Status	DRAFT
Approved by	Leadership Team and School Board

Date	Version	Revision Description – Prepared/ Reviewed
March 2018	1.0	Kristen Heath
July 2020	1.1	Andrew Edmondson



DRAFT

Introduction

The passion of our school is to see young people thrive in a Christian environment of love, care and compassion. We seek to develop each child's God-given potential: physical, academic, social, emotional and spiritual. In partnership with families, we hope to build confidence and develop a strong sense of self-worth, belonging and community. Each child is recognised as being a unique and precious individual with their own gifts, talents and abilities.

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.

Rationale

The transition for children into our Pilgrim School community should be as smooth as possible, therefore we will:

- communicate with new children and their families prior to children commencing school
- provide children opportunities to visit school prior to commencement
- provide information to new families regarding ways they can support transition to school
- provide opportunities for new parents/caregivers to meet and connect with staff and other families within our 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
- Once an 'Application for Enrolment' form is submitted to the school consideration for enrolment can occur. However, lodgment does not immediately confirm a place at Pilgrim School as priorities (see below) are 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.

Student 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 and understood, the School can discuss what support is available.

Placement Offered

- A letter to offer placement will be forwarded to parents/caregivers and will include information about a deposit (of \$200) to secure an enrolment place, with a copy of the letter to sign and return to indicate acceptance.
- A letter to indicate that no placement is currently 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 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 families involved in Christian ministry
- Children whose parents/caregivers are Christian are involved with a church community
- Balance of current student needs enrolled within a year level
- Date of application

Reception Class Enrolments

To ensure that children gain sound skills, knowledge and understanding in their first few years of schooling, Reception children benefit from a minimum of 4 terms at Reception level. Our intakes therefore will occur in Terms 1 (four terms) and 3 (Mid year intake – 6 terms) of each year.

- Term 1 Intake - children 5 years of age by the last day of April.
- Term 3 Intake - children 5 years of age by the last day of October.

Early entry may be considered if there are 'exceptional educational circumstances'. Please contact the school with any educational psychologist or allied health recommendations to discuss this possibility.

Enrolment at Other Year Levels

Enrolment will be dependent on available places 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 to the next year level at the end of each academic year.

Should there be a need to consolidate (repeat a year) or to accelerate a child, this will be through discussion and a confidential agreement with the parents/caregivers concerned.