

# Christ the King School

## Enrolment Procedure



### 1. Context

Christ the King School (CTK) welcomes applications from all families seeking a Catholic Education for their child.

CTK enrolment procedures support parents, principals, and the school communities by providing clarity regarding the criteria and procedures for enrolment.

### 2. Policy Supported

These enrolment procedures are supported by the Catholic Education South Australia (CESA) Enrolment Policy.

### 3. Enrolment Procedures

3.1 Applications for enrolment to CTK must be made in writing via the CTK Enrolment Form. A \$40 application fee must accompany all enrolment applications.

We encourage parents to clearly indicate if your child has any learning difficulties, physical disabilities or health problems which may affect your child's learning and development. This information will assist CTK to make reasonable adjustments necessary to support your child's participation in learning at CTK.

Copies of birth certificates, baptism certificates, Allied Health reports or other relevant documentation should be included with the Application for Enrolment.

Completed Application for Enrolment forms and associated documentation can either be lodged at school or sent to:

**Enrolment Officer**

Christ the King School

126 Dunrobin Road, Warradale SA 5046

Email: [enrol@christking.catholic.edu.au](mailto:enrol@christking.catholic.edu.au)

**3.2** On receipt of an application and \$40 application fee, an acknowledgement letter will be forwarded to you.

**Please note, acknowledgement of an application is not a guarantee of an enrolment offer.**

**3.3** Ideally, eighteen months prior to the year your child is due to commence school, you will be contacted regarding this application and invited to attend an enrolment interview along with your child.

**Please notify the school of any updates and changes to the Application for Enrolment form (e.g. contact details, your child's needs, medical reports).**

**3.4** The originals birth certificates, baptism certificates should be sighted at the time of interview, if not done already. If transferring from another school, school reports should also be brought to the interview.

**3.5** Following this process, parents will be sent a written letter of offer from the principal notifying them of their child's acceptance at CTK. Parents are requested to sign and confirm their acceptance of the offer and return it to the school with a non-refundable \$150 deposit. This deposit amount is deducted from the first year of school fees.

Should your application not be accepted for any reason, this will be communicated in writing by the principal.

## **4. Enrolment Priority Criteria**

The Enrolment Priority Criteria is used in circumstances where demand exceeds the number of available enrolment places. Principals will exercise discretion in relation to the enrolment of children of families who have special pastoral circumstances. Decisions about enrolments are informed by the following criteria.

- Baptised Catholic children within the parish(es)
- Siblings of existing and former student members of the CTK school community
- Baptised Catholic children and their siblings wishing to transfer because of moving house or rural and remote areas not serviced by a Catholic school.
- Old Scholars from CTK School.
- Families seeking a Catholic education for their child.

## **5. Enrolment into Reception**

A two intake per year policy applies for children eligible to start Reception in learning programs situated within the following parameters.

- 5.1 A strong commitment to continuity of learning based on research and developmental growth of children.
- 5.2 A transition into primary schooling which is consistent with CESA ethos and identity.
- 5.3 Children starting in Reception in Term 3 will have a minimum of six terms in Reception.
- 5.4 The criteria for starting Reception on the first day of school in Term 1 is that the child will attain the age of 5 on or before 30 April in that year.
- 5.5 The criteria for starting Reception on the first day of school in Term 3 is that the child will have attained the age of 5 on or before 31 October in that year.
- 5.6 Children whose birthday falls between 1 November and 31 December are not eligible to commence school until the following year.

Guidance

## **6. Students with a Disability**

- 6.1 An enrolment application for a student with disability will be considered on the same basis as all other enrolment applications and in accordance with the legal obligations of the Disability Discrimination Act (1992), the Disability Standards for Education (2005) and Equal Opportunity Act (SA) 1984.
- 6.2 Enrolment for eligible children is planned, negotiated and case managed using the CESA Enrolment and Support Process.
- 6.3 The process identifies the child's needs and the reasonable adjustments required to enable the student to access the school and participate in the learning environment on the same basis as a child without disability.

## **7. Overseas Students**

Relevant visa documents are to be provided to the school with the student application for enrolment to ensure eligibility for enrolment and funding.

## **8. School Fees**

CTK School fees are set each year by the School Board and disclosed in the Fees Schedule. A copy of the schedule is enclosed, which can also be found on our website.

- Fees are the major source of the school's private income and must be paid by the due date. Family discounts may apply and families in extraordinary circumstances can apply for fee remissions.
- CTK offers several flexible payment options to all families, which are outlined in the attached booklet.
- No fee refunds are applicable if a child has commenced a term's tuition at the school.

## **9. Withdrawal of Enrolment**

Student enrolment numbers are critical to our school planning and when students leave the school unexpectedly during the year it can have a significant impact. The school is committed to supporting students and families and open communication is a critical component to initiating any form of support. Every effort should be made to inform the school in advance if a student is to be withdrawn.

9.1 At least one term's notice is to be provided in writing to the school. Should less than one term's notice be given, then the family will be billed for the following term's tuition fees. A variation to this is at the discretion of the principal.