



St. Thomas School & Pre-School

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Enrolment and Orientation Policy for Pre-schools

Rationale

St. Thomas Pre-school is a community Pre-school that invites all children and their families from the local area to work in partnership for the education of children.

St. Thomas Pre-school is based on a Catholic School site and we work together to ensure that:

- Children are educated in all dimensions of life
- Children are welcomed to a Christian learning community
- Children are prepared for life

This policy has been developed in accordance with the South Australian Commission for Catholic schools Enrolment Policy 2005.

Role of the Parent/Carers

When parents and carers enrol their child at our Pre-school they are expected to actively support the Catholic Ethos of our school by supporting school staff and policies, participate in the life of the school and accepting the responsibility for the payment of tuition fees and other incurred costs.

Enrolments 2012

- St. Thomas Pre-school (Early Childhood Learning Centre) admits children at the start of the school term if the child turns four years before or during the first calendar month of term, excepting for term 4. Children will receive four terms of Pre-school education.
- The enrolment process for St. Thomas Pre-school is separate from that of the school. Separate enrolment forms and processes are used for the Pre-school and entry to the Pre-school does not guarantee entry into St. Thomas School, nor overrides the principle of parent choice of school.

Enrolments 2013

- From 2013, Single intake to Pre-schools commences across South Australia. Children born before 1st May begin Pre-school in Term 1 of the same calendar year. Children born on May the 1st or after will commence Pre-school in the following calendar year. Children will receive four terms of Pre-school education.
- The enrolment process for St. Thomas Pre-school is separate from that of the school. Separate enrolment forms and processes are used for the Pre-school and entry to the Pre-school does not guarantee entry into St. Thomas School, nor overrides the principle of parent choice of school.

Early Entry

Early entry is considered with the best interest of the child at the centre of the decision

- Children who are Aboriginal or under the Guardianship of the Minister for Education and Child Development are entitled to attend Pre-school from 3 years of age, and may continue to attend.
- Children identified as Gifted may be able to start Pre-school and/or school early.
This is decided on a case-by-case basis.
The decision regarding early entry into pre-school resides with the Principal.
The Principal will make this decision in consultation with the family and teachers concerned and with access to relevant reports and information.

Orientation

Orientation is an important aspect of children and families developing a sense of belonging and safety at Pre-school. Supports to enhance this include;

- A Pre-school parent information booklet is available on request.
- Tours of the Pre-school are available every Tuesday.
- Enrolment interview and information about the child is gained from the parents.
- A parent information session is held in the term prior to the child starting Pre-school.
- More detailed orientations are developed to meet the particular needs of individual children.

Application for enrolment

- Parent and Carers wishing to enrol a child at St. Thomas Pre-school and or St. Thomas School will be sent application forms following their expression of interest.
- On the school receiving the 'Application for Enrolment' form and Application Fee, parents/carers will be requested to meet with the Principal or delegated leadership team member to discuss the application. The Application Fee is non-refundable and does not guarantee enrolment at St. Thomas School.
- Applications for the Pre-school and school are processed separately.
- Acceptance offers will be made in writing prior to the student commencing Pre-school.

Enrolment Criteria

- Catholic children living within the Holy Cross Catholic Parish.
- Children who have a brother or sister attending St. Thomas School.
- Catholic children transferring in from another Catholic Pre-school.
- Children recently arrived in Australia and children from disadvantaged families
- Children from the local community