

2.1 John Pujajangka-Piyirn Catholic School Enrolment and Attendance Policy

Rationale

All children should have access to a quality education and John Pujajangka-Piyirn School will make all reasonable attempts to provide this. It is necessary to collect a range of information from students to ensure we fulfill our duty of care obligations both in terms of health and educational development.

Principles

1. Catholic schools recognize the uniqueness of each student.
2. Catholic schools have a preferential option for the poor and marginalized.
3. Catholic schools fulfill their mission in partnership with parents who are the first educators of their children.
4. Catholic schools have a responsibility to fulfill the requirements of relevant Federal, State and Local Government laws and regulations.
5. Catholic schools shall accept all applications for enrolment
6. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
7. Enrolment in a Catholic school shall only be offered where the school has age appropriate accommodation and the requisite resources to respond to any specific needs of the student.
8. Enrolment in a Catholic school does not guarantee enrolment in any other Catholic School.
9. John Pujajangka Piyirn Catholic School is a Community school that caters for the children of Mulan and for students from other Communities who may be visiting in the short term or long term.

Enrolment Guidelines

- Entry age is in line with C.E.C.W.A. Guidelines and classes operate from Kindergarten to Year 10. Year 11 and 12 students may also make special arrangements to attend classes where possible.
- CEO enrolment guidelines are adhered to.

Permanent enrolments

- The Principal will obtain names of eligible Kindergarten children at the end of each year for the following year and ensure the parents of children who wish to enroll in Kindergarten take part in an informal interview and if accepted complete the necessary enrolment forms. Kindergarten enrolments may also be taken throughout the year,
- The principal will meet with parents of children in other classes at the beginning and throughout the year who indicate they wish to attend John Pujajangka-Piyirn School on a permanent basis. An informal interview will take place and if the child is accepted the parents will complete the necessary enrolment forms (Appendix A) and be given a collect notice. (Appendix B)
- In all enrolments the Principal will also seek the parent's assistance to ensure that the information includes medical problems and/or specific learning needs that may need to be addressed.



- Parents of all students who attend John Pujajangka Piyirn School will be asked to complete permission forms for the School to use photos when deemed appropriate as well as a General Health Screening Information sheet.
- Parents will also be informed that whilst there are no school fees charged, parents are required to contribute towards out of region excursions.

Temporary enrolments

- Children who are visiting from other areas are encouraged to attend our School. Children presenting for school will be accepted as a temporary enrolment. Generally the parents as well as the Clinic or former school (s) will be contacted as quickly as possible so that enrolment information can be ascertained and the child will be placed on a temporary roll. The child will then be placed in his/her appropriate class.
- If the student has been at the school for two weeks and procedures for permanent enrolment have been completed they can be enrolled permanently using the above procedures.
- Three weeks of non-attendance will lead to removal from enrolment if the principal deems appropriate.
- To streamline record keeping a Tracking Roll, which records the whereabouts of students, is kept by each class teacher and is to be filled in daily.

Non attendance

- It is the policy of the school to follow up non-attendance when it is known that the child is in the Community and has not been reported as sick. In this instance the classroom teacher is expected to visit the family after consultation with the principal after two days to determine the cause of non-attendance at school.
- The teacher is encouraged to determine possible reasons for non-attendance and try new strategies to overcome these.
- The Principal will need to be kept informed at all times. Continued non attendance needs to be referred to the DCD officer in the region.

Policy created: 2004
Year for review:2007



Appendix B

Collection Notice

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health [and Child Protection]* laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, [Catholic Education Office, the Catholic Education Commission, your local diocese and the parish]* medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines [and on our website].
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
- [9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- [10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.]
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

* If appropriate

