



# ENROLMENT PROCEDURES

RECEPTION TO YEAR 6



OUR LADY OF  
GRACE SCHOOL

# ENROLMENT PROCEDURES

## 1. Context

Our Lady of Grace School (OLOG) welcomes applications from all families seeking a Catholic Education for their child.

OLOG enrolment procedures support parents, Principals and 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 Enrolment Policy.

## 3. Enrolment Procedures

Applications for enrolment are accepted to all year levels throughout the year.

- 3.1 Applications for enrolment to OLOG must be made in writing via the OLOG Application for Enrolment Form. A \$25 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 development. This information will assist OLOG to make reasonable adjustments necessary to support your child's participation in learning at OLOG.

\*Copies of Birth & Baptism Certificates, any reference from a Priest or other relevant documentation (i.e. reports if transferring from another school), should be included with the Application for Enrolment.

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

Att: Enrolments Coordinator  
Our Lady of Grace School  
38 Beadnall Tce  
Glengowrie SA 5045

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

- 3.2 On receipt of an application and \$25 application fee, an official acknowledgement will be forwarded to you.

- 3.3 Eighteen months prior to the year your child is due to commence school in either Term 1 or Term 3, you will be contacted regarding this application and invited to attend an enrolment interview along with your child.

Please notify the school of any changes to contact details in the interim.

- 3.4 The originals of Birth & Baptism Certificates should be sighted at the time of interview. School reports if transferring from another school 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 OLOG. Parents are requested to sign and confirm their acceptance of the offer and return it to the school with a non-refundable \$100 deposit.

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 are 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 children within the parish(es)
- Siblings of children already enrolled at OLOG
- Children already attending a Catholic primary school
- Old Scholars from Our Lady of Grace School
- Baptised Catholic children and their siblings relocating from rural communities
- Children of Catholic families who are not in the above criteria or who are from outside the local designated Catholic parish(es).
- Families seeking Catholic Education for their child.

The dot points above are not presented in hierarchical order.

**Acknowledgement of an application is not a guarantee of an enrolment offer.**

## 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 context of 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.

## 6. Early Entry into Reception

- 6.1 Early entry to Reception at OLOG is decided on a case-by-case basis by the Principal.
- 6.2 The Principal will make this decision in consultation with the family and teachers concerned and with access to relevant reports and information.

## 7. Students with a Disability

- 7.1 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 the Equal Opportunity Act (SA) 1984
- 7.2 Enrolment for eligible children is planned, negotiated and case managed using the CESA Enrolment and Support Process
- 7.3 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.

## 8. Catholic Education Pathways

OLOG is a Reception – Year 6 Parish Primary School and provides pathways via Cabra Dominican College and Sacred Heart College. The School Board has an expectation that under normal circumstances, children will remain at Our Lady of Grace for the full Reception to Year 6 learning journey.

## 9. Fees

OLOG School fees are set each year by the School Board and disclosed in the Fees Policy. The Fees Policy is available to download from the School's website or alternatively copies may be obtained from the school office.

- 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 special circumstances can apply for fee remissions.
- OLOG offers a number of flexible payment options to all families, these are outlined in the Fees Policy.
- No fee refunds are applicable if a child has commenced a term's tuition at the school.

## 10. 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.

- 10.1 At least one term's notice is to be provided in writing to the school. Should less than a term's notice be given then the family will be billed for the following term's tuition fees, variance to this is at the discretion of the Principal.

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## Revision Record

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