

St Joseph's Primary QUIRINDI
Annual School Report to the Community

2014



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Principal

Mr John Clery

ABOUT THIS REPORT

St Joseph's Primary is registered by the Board of Studies, Teaching and Educational Standards NSW. The Catholic Schools Office, Armidale the 'approved authority' for the Registration System formed under Section 39 of the Education Act 1990 (NSW).

The *Annual School Report to the Community* provides parents and the wider School community with fair, reliable and objective information about School performance measures and policies, as determined by the Minister for Education. The *Report* also outlines information about initiatives and developments of major interest and importance during the year and the achievements arising from the implementation of the School's Annual Improvement Plan.

The *Report* demonstrates accountability to regulatory bodies, the School community and the Catholic Schools Office, Armidale. This *Report* has been approved by the Catholic Schools Office, Armidale in consultation with the Regional Consultant who monitors that the School has appropriate processes in place to ensure compliance with all Board of Studies, Teaching and Educational Standards, NSW requirements for Registration and Accreditation.

This *Report* complements and is supplementary to School newsletters and other regular communications. Further information about the School may be obtained by contacting the School or by visiting the School's website.

Principal's Message

At St Joseph's we ask our children to aim for the sky, consequently we plan for greatness. I am delighted that over 65% of our SIP targets have been reached in 2014. Some noticeable highlights include:

- St Joseph's supporting St Brigid's Parish in an successful weekend of Triple Celebration
- Introduction of a Best Start program for all Kindergarten.
- Successful implementation of a MiniLit program.
- All year 2 students reaching a 99% success rate benchmark in their 200 sight words.
- An outstanding performance at Catholic Schools Celebrate.
- Successful implementation off the new NSW English Syllabus for the Australian Curriculum.
- The appointment of a Religious Education Coordinator and Student Support Teacher.
- Smashing our target of a student population of 80 for January 2015
- A successful Mathematics and English Parent Information Session..
- Hosting a successful 2014 Diocesan Cross Country Carnival.
- \$12000 spent on furnishing the year 3-6 classrooms with new desks and chairs.
- All primary classrooms along with the Girls and Boys toilets receiving a well-deserved facelift with painting.

St Joseph's is a wonderful school and I am very proud and humble to be your Principal.

Parent Body Message

The St Joseph's School Board is delighted St Joseph's could provide four fulltime stage based classes in 2014. This has come about through a dedicated and committed school community that has driven learning, resulting in increased enrolments.

The School Board has work in partnership with the Principal and Parish Priest, resulting in a very successful 2014. The board would like to recognise the efforts of the St Joseph's PT&F in raising over \$8000 towards furnishing a new classroom for 2015.

In 2015 St Joseph's school has continued its growth in enrolments with an increased student population every grade.

The future looks very bright for St Joseph's school!

School Board Chairman 2014

Student Body Message

2014 has been another successful year for St Joseph's School. We have had lots of highlights and events which have helped our school grow.

The Primary students have enjoyed new desks and chairs in their classrooms this year. These classrooms and the toilet areas have also been painted and they look fantastic. Year 5/6 have really enjoyed the many uses of the new digital television in many different lessons.

Once again this year our school has benefited from many different shows presented by visiting performers. Some of these include: Healthy Harold, Snake Tales, Goldilocks Rocks and Aboriginal cultural performances.

Students of St Joseph's have also enjoyed many opportunities to participate in extra-curricular events this year, including: our swimming, athletics and cross-country events, water safety training, Rugby League, Cricket, Diocesan sporting carnivals, Horse Sports, Brain Olympia Olympia to name some.

A particular highlight for year 5/6 was our excursion to Sydney earlier this term. We had wonderful time and what a great experience it was.

School Captains 2014

SECTION TWO: SCHOOL FEATURES

St Joseph's Primary is a Catholic systemic Co-educational School located in QUIRINDI.

Catholic Education began in Quirindi in January 1885 with the arrival from Lochinvar of three Federation sisters of the order of St Joseph's to establish a school. Quirindi was then in the Gunnedah Parish in the Diocese of Maitland. In 1887 following the reorganisation of Diocesan boundaries, Quirindi was incorporated into the Armidale Diocese and the Sisters from Lochinvar withdrew and returned to Maitland. In 1888, following a request to Mother Mary MacKillop from Bishop Torreggiani, a community of four sisters of St Joseph of the Sacred Heart was established in Quirindi to conduct a school with an enrolment of 67 children. Blessed Mary MacKillop was present at the opening and blessing of the new convent in 1895. In more recent times, St Joseph's School has enjoyed an extensive refurbishment and capital works program, revitalising our facilities and enhancing the student's learning environment. Our new library was completed in 2010, in time for our celebrations commemorating 125 years of Catholic Education in Quirindi.

SECTION THREE: STUDENT PROFILE

Student Enrolment

The School caters for students in Kindergarten to Year 6. Students attending this School come from a variety of backgrounds. The following information describes the student profile for 2014:

Girls	Boys	LBOTE*	Total Students
38	38	0	76

* Language Background Other than English

Enrolment Policy

The Diocese of Armidale adheres to the policy as endorsed by the Bishops Commission for Catholic Schools 'Enrolment of Students in the Catholic Systemic Schools of the Diocese of Armidale'. The Catholic Schools Office Armidale monitors the implementation of this policy. The policy has been developed in the context of government and system requirements. Children from families who are prepared to support the ethos and values of the Catholic Church may be considered eligible for enrolment. A pastoral approach is adopted for parents experiencing genuine difficulty with the payment of fees.

The full text of the 'Enrolment of Students in Catholic Systemic Schools of the Diocese of Armidale', along with any specific enrolment policy for the school, is printed at the end of this document.

Student Attendance Rates

The average student attendance rate for 2014 was 92.18%. Attendance rates disaggregated by Year group are shown in the following table.

Attendance rates by Year group	
Kindergarten	92.81%
Year 1	92.33%
Year 2	92.17%
Year 3	94.85%
Year 4	92.42%
Year 5	93.54%
Year 6	87.16%

Managing Student Non-Attendance

Regular attendance at school is essential if students are to maximise their potential. The School, in partnership with parents, is responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, School staff, as part of their duty of care, monitor part or whole day absences.

School staff, under the Principal's leadership, support the regular attendance of students by:

- providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the School community;
- maintaining accurate records of student attendance;
- recognising and rewarding excellent and improved student attendance;
- implementing programs and practices to address attendance issues when they arise.

The Principal is responsible for supporting the regular attendance of students by ensuring that:

- parents and students are regularly informed of attendance requirements and the consequences of unsatisfactory attendance;
- all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented;
- documented plans are developed to address the needs of students whose attendance is identified as being of concern;
- the Director of Catholic Schools or designated Catholic Schools Office Armidale officer is provided with regular information about students for whom chronic non-attendance is an issue and for whom School strategies have failed to restore regular attendance.

SECTION FOUR: STAFFING PROFILE

The following information describes the staffing profile for 2014:

Total Teaching Staff*	Total Non-Teaching Staff	Combined Total
6	5	11

* This number includes 4 full-time teachers and 2 part-time teachers.

Percentage of staff who are Indigenous	11%
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Professional Learning

The ongoing professional development of each staff member is highly valued. Professional learning can take many forms including whole school staff days, subject specific in services, meetings and conferences and a range of professional learning programs provided by the Catholic Schools Office Armidale. The School takes responsibility for planning, implementing, evaluating and tracking of its staff professional learning and individual staff members take responsibility for their ongoing professional development. All teachers have been involved in professional learning opportunities during the year related to improving student outcomes.

The School held the equivalent of five staff development days this year with areas of focus as follows:

Term 1	NSW English Syllabus for the Australian Curriculum
Term 2	No Staff Development Day in Term 2
Term 3	Spirituality
Term 4	NSW Mathematics Syllabus for the Australian Curriculum X 2 and WHS eLearning

The school as a learning community encourages all staff to continue to invest in their Professional learning. Some of the professional development undertaken by the staff in 2014 included, though was not limited to: NSW Syllabus for the Australian Curriculum (Mathematics), Anita Chin Differentiating Instruction, Behaviour Analysis, Fundamental Movement Skills, Queensland Education Leadership Institute Small Schools Leadership Program, Sensory needs in servicing, Work Health and Safety Modules and Child Protection Modules.

Teacher Standards

The following table sets out the number of teachers who fall into each of the categories determined by the Board of Studies:

Teacher Qualifications		Number of Teachers
1	Those having formal qualifications from a recognised higher education institution or equivalent.	6
2	Those having graduate qualifications but not a formal teaching qualification from a recognised higher education institution or equivalent.	0

SECTION FIVE: CATHOLIC LIFE AND RELIGIOUS EDUCATION

School follows the Armidale Diocesan Religious Education Curriculum and uses the student text *To Know, Worship and Love*, as authorised by the Bishop of Armidale, Michael Kennedy.

The liturgical life of the school is healthy and active, with children having numerous opportunities to celebrate the Eucharist at whole school each fortnight. St Joseph's School is for many students and families the main link they have with the Catholic Church. As a result, the school strived to ensure that the students had regular exposure to prayer, liturgy, the Mass and the Sacraments

St Joseph's celebrated the commencement of the 2014 school year with a School Mass. Additional Masses and liturgical celebrations were enhanced throughout the year by utilising the talents of the staff and students. Parents are always invited to join us.

2014 has seen two very successful Sacramental Programs run at St Joseph's. Children have received the Sacrament of Penance, First Reconciliation and the Sacrament on First Holy Communion. Thank you to the teachers, Parish catechists and parents for preparing and supporting the children through this very special time. Thank you also to our wonderful Parish Priest, for his support and encouragement in making these programs such a great success.

The children's focus at one Sunday morning Parish Mass each Term continued in 2014. This provided the chance for both the Parish and school to come together and celebrate the Eucharist. The Mass was so successful due to the support of the St Joseph's parents.

Students in Years 6 in Catholic schools in the Diocese of Armidale undertake the Diocesan Religious Education (RE) Test annually. The test consists of fifty multiple-choice questions. Results of the test are analysed by teachers and are used to inform teaching and learning in Religious Education.

Our School's average result (as a mark out of 50)	
Year 6	23.80

SECTION SIX: CURRICULUM

The school provides an educational program based on, and taught in accordance with the Board of Studies, Teacher and Educational Standards, NSW syllabuses for Primary Education. The Key Learning Areas (KLAs) are English, Mathematics, Science and Technology, Human Society and its Environment, Creative Arts and Personal Development, Health and Physical Education. In addition, the school implements the curriculum requirements of the Catholic Schools Office Armidale.

St Joseph's Primary School follows the Board of Studies syllabus for each subject offered (as required for registration under the Education Act 1990) and implements the curriculum requirements of the Catholic Schools Office.

SECTION SEVEN: STUDENT PERFORMANCE IN STATE-WIDE TESTS AND EXAMINATIONS

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9. NAPLAN assessment results provide valuable information about student achievements in literacy and numeracy. An analysis of these results assists School planning and is used to support teaching and learning programs.

The tables below show the percentages of students who achieved particular skill bands in numeracy and the aspects of literacy. The School results shown are compared to students nationally. Literacy is reported in four content strands (aspects): Reading, Writing, Spelling, Grammar and Punctuation. Numeracy is reported as a single content strand.

NAPLAN RESULTS 2014		% of students in the top 2 bands		% of students in the bottom 2 bands	
		School	Australia	School	Australia
Year 3	Reading	14.00%	46.20%	50.00%	13.10%
	Writing	14.00%	39.10%	7.00%	11.20%
	Spelling	7.00%	43.70%	36.00%	14.80%
	Grammar	14.00%	49.90%	36.00%	11.90%
	Numeracy	7.00%	36.20%	50.00%	13.40%

NAPLAN RESULTS 2014		% of students in the top 2 bands		% of students in the bottom 2 bands	
		School	Australia	School	Australia
Year 5	Reading	14.00%	34.50%	43.00%	16.30%
	Writing	0.00%	15.50%	57.00%	21.40%
	Spelling	14.00%	33.60%	14.00%	16.40%
	Grammar	36.00%	36.60%	21.00%	16.10%
	Numeracy	7.00%	25.90%	29.00%	18.10%

Student Welfare Policy

St Joseph's Primary School seeks to provide a safe and supportive environment which minimises risk of harm and ensures students feel secure. The environment supports the physical, social, academic, spiritual and emotional development of students and provides student welfare policies and programs that develop a sense of self-worth and foster personal development.

The school's Pastoral Care Policy is based on the Bishop's Commission Policy Pastoral Care in 'The Catholic Systemic Schools' of The Armidale Diocese.

Various pastoral care initiatives were put in place in 2014 to further build positive relationships within the school community and to enhance staff and student learning and wellbeing.

The full text of school and diocesan policies are available from the School Office upon request.

No changes were made to the School's Pastoral Care Policy in 2014.

The full text of the School's Pastoral Care Policy may be accessed on the School's website or at the administration office.

Discipline Policy

Corporal punishment is expressly prohibited in this School. The School does not sanction administration of corporal punishment by School persons and non-School persons, including parents, to enforce discipline in the School.

The Discipline Policy is based on procedural fairness and the rights and responsibilities of all.

Students and staff have a clear understanding of the expectations articulated through this policy. Open communication is promoted and a clear set of rules, expectations and procedures to protect the rights of every individual is established and enforced. The policy promotes a safe and caring learning environment. The Discipline Policy contains school rules, safety and supervision procedures, management of classroom behaviour, playground management and procedures for student management.

The full text of the School's Student Discipline Policy may be accessed by contacting the principal.

The full text of the School's Student Discipline Policy may be accessed on the School's website or

at the administration office.

Anti-Bullying Policy

The Catholic Schools Office, Armidale has established a *Student Anti-Bullying Policy* which is implemented by our school and all systemic schools in the Diocese. It provides a framework for school communities to work together to prevent and address issues of student bullying, in order to build respectful relationships that respond effectively and sensitively to the needs of each person. The Catholic Schools Office (CSO) monitors the implementation of this policy. No changes were made to the policy this year.

The full text of the *Anti-Bullying Policy* may be accessed on the School's website, the administration office or at the CSO website.

Complaints and Grievances Resolution Policy

The Diocese of Armidale has established a *Staff Grievance Policy* which is implemented by our school in the Diocese. Each school also has an individual Grievance Policy and Procedure for dealing with matters at a school level. The rationale for these policies is that within the reality of the schooling experience, it is recognised that, from time to time, misunderstandings and differences of opinion will occur, and that these need to be resolved satisfactorily. Addressing such matters within a framework of dignity, respect and truth can provide powerful opportunities to model the love of Christ in the reality of our contemporary world. The Catholic Schools Office monitors the implementation of these policy. No changes were made to the policy this year.

The full text of the individual policies may be accessed on the School's website, the administration office or at the CSO website.

Initiatives Promoting Respect and Responsibility

St Joseph's School addressed the areas of Respect and Responsibility in a number of ways. These included: a Peer Buddy system, with our Year 6 students acting as a buddy for our Kindergarten students, a proactive Student Representative Council and classroom Codes of Cooperation. The St Joseph's Vision and Mission Statement is displayed in every classroom and other prominent places around the school. Students are constantly exposed to values and expectations through our pastoral care and discipline procedures.

Throughout 2014 the school played an active role in the Quirindi community by supporting services such as St Vincent de Paul where items were raised for the annual Christmas appeal.

The school took an active part in the community Anzac Day service by marching through town.

The Quirindi Show is a highlight of the local community and the school made a substantial contribution to the exhibitions and the events.

Each year, the School develops an Annual Improvement Plan indicating the intended key improvements for student learning outcomes. The plan is drawn from the School's Strategic Improvement Plan and informed by the document *Diocesan Intentions and Directions 2012-2014*. The School engages in an annual evidence-based evaluation of its effectiveness against these external standards in collaboration with the Schools Consultant.

Key Improvements Achieved in 2014

Key Improvement achieved by St Joseph's in 2014 include, though are not limited to:

- St Joseph's supporting St Brigid's Parish in an successful weekend of Triple Celebration
- Introduction of a Best Start program for all Kindergarten.
- Successful implementation of a MiniLit program.
- All year 2 students reaching a 99% success rate benchmark in their 200 sight words.
- An outstanding performance at Catholic Schools Celebrate.
- Successful implementation off the new NSW English Syllabus for the Australian Curriculum.
- The appointment of a Religious Education Coordinator and Student Support Teacher.
- Smashing our target of a student population of 80 for January 2015
- A successful Mathematics and English Parent Information Session..
- Hosting a successful 2014 Diocesan Cross Country Carnival.
- \$12000 spent on furnishing the year 3-6 classrooms with new desks and chairs.
- All primary classrooms along with the Girls and Boys toilets receiving a well-deserved facelift with painting.

Priority Key Improvements for 2015

St Joseph's Priorities for 2015 include, though are not limited to:

- Catholic Principles and Values
- Board and PT&F Retreat
- Read-on program
- Reading Intervention Program
- Track Primary Student Fluency
- Whole School Comprehension Program
- Employment of Speech Therapist
- Implementation and preparation of new NSW Syllabus' for Australian Curriculum: English, Mathematics, Science & History

- ANZAC 100 Year commemoration
- Professional Collaborative Group
- PD for all teaching staff by Anita Chin (TTA):
- Aboriginal Cultural Group
- Appointment of Religious Education Coordinator
- Principal to continue Masters of Educational Leadership
- REC to commence Masters of Theology
- Principal to complete “Fundamentals of Financial Management”
- Principal to complete the Catholic Schools Office and University of New England aligned Special Ed Course
- Protective Behaviours
- PLP’s
- Paint two infants classrooms, Hallway and canteen
- Commit \$10000 from the school budget to upgrade the school oval
- Furnish Year 1/2 Classroom
- Transform the Resource room into a Year 5/6 Classroom
- Commitment of \$10000 from the school budget to the upgrading of information technology
- WHS Audit
- WHS eLearning

The opinions and ideas of parents, students and teachers are valued and sought. Their suggestions are incorporated into planning for and achieving improved outcomes for students. This year, the School has used a variety of processes to gain information about the level of satisfaction with the School from parents, students and teachers.

Parent Satisfaction

Surveys have reaffirmed that St Joseph's has achieved an enormous amount in 2014 with an overall satisfaction score of 86% (4.28 out of 5). St Joseph's Primary School (Quirindi) provides educational services to students from 49 families. Best practice areas include: General, Leadership, Teaching and Learning, Improvement Processes, Resources, Catholic Ethos.

Survey responses were received from 26 out of a total of 46 eligible respondents. This equates to a response rate of 56.5%.

From the survey's it is recognised the school community is very impressed with schools focus on Literacy and Numeracy in 2014, that the school has grown to a student population which allows for 4 stage based classes and believe St Joseph's has a very bright future.

While parents are delighted to see the school to grow in numbers, they hope the growth does not undermine the uniqueness that St Joseph's has to offer.

Student Satisfaction

Surveys have reaffirmed St Joseph's students believe 2014 has been a great success with an overall satisfaction score of 88% (4.42 out of 5). St Joseph's Primary School provides educational services to students from 49 families. Best practice areas include: Catholic Ethos, Leadership, Teaching and Learning, Resources, Improvement Processes.

Survey responses were received from 75% of Year 4-6 students.

Teacher Satisfaction

Surveys have reaffirmed St Joseph's staff belief 2014 has been a great success with an overall satisfaction score of 86% (4.28 out of 5). St Joseph's Primary School provides educational services to students from 49 families. Best practice areas identified by the staff include: General, Leadership, Resources, Catholic Ethos, Staff Engagement, Improvement Processes.

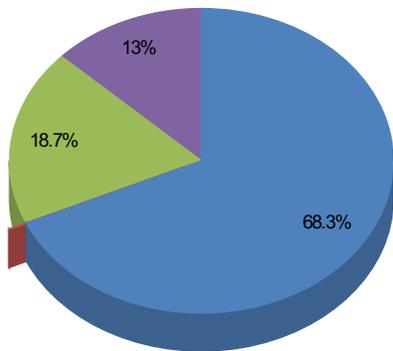
Survey responses were received from 8 out of a total of 10 eligible respondents. This equates to a response rate of 80%.

From the survey's it is recognised staff are impressed with team approach at St Joseph's and appreciate all staff members' commitment to help each other.

Staff would however like to have at their disposal more constructive feedback in 2015.

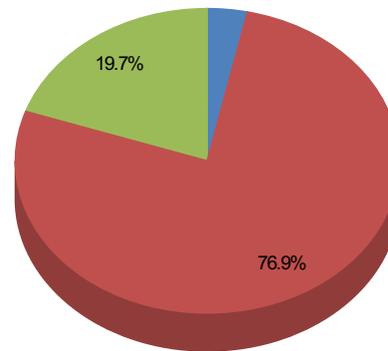
SECTION ELEVEN: FINANCIAL STATEMENT

Income



- Commonwealth Recurrent Grants (68.3%)
- Government Capital Grants (0%)
- State Recurrent Grants (18.7%)
- Fees and Private Income (13%)
- Other Capital Income (0%)

Expenditure



- Capital Expenditure (3.4%)
- Salaries and Related Expenses (76.9%)
- Non-Salary Expenses (19.7%)

This School Financial Information is based on the detailed information provided to the Commonwealth Government in the Commonwealth Financial Questionnaire.

School Financial Information for the 2014 year is detailed below:

RECURRENT and CAPITAL INCOME	
Commonwealth Recurrent Grants ¹	\$728,642
Government Capital Grants ²	\$337
State Recurrent Grants ³	\$199,584
Fees and Private Income ⁴	\$138,687
Other Capital Income ⁵	\$0
Total Income	\$1,063,801

RECURRENT and CAPITAL EXPENDITURE	
Capital Expenditure ⁶	\$34,598
Salaries and Related Expenses ⁷	\$786,170
Non-Salary Expenses ⁸	\$201,832
Total Expenditure	\$1,022,600

Notes

1. Commonwealth Recurrent Grants includes recurrent per capita grants and special purpose grants.
2. Government Capital Grants includes all capital grants received from the Commonwealth and State Governments.

3. State Recurrent Grants includes recurrent grants per capita, special purpose grants and interest subsidy grants.
4. Fees and Private Income include Archdiocesan and school based fees, excursions and other private income.
5. Other Capital Income includes building levy fees and capital donations used to fund Capital Expenditure.
6. Capital Expenditure includes expenditure on School Buildings, and Furniture and Equipment.
7. Salaries and Related Expenditure includes all salaries, allowances and related expenses such as superannuation and workers compensation insurance.
8. Non-Salary Expenses include all other Non-Salary Recurrent Expenditure covering resources, administration, operational expenses, utilities, repairs and maintenance.

Enrolment Policy

BISHOP'S COMMISSION FOR CATHOLIC SCHOOLS

POLICY STATEMENT

ENROLMENT OF STUDENTS IN CATHOLIC SYSTEMIC SCHOOLS IN THE DIOCESE OF ARMIDALE

1. RATIONALE

The Catholic Church teaches that the “task of imparting education belongs primarily to the family” and that parents “have a primary and inalienable duty and right in regard to the education of their children”. (Vatican Council II, Decree on Christian Education, nn 3 & 6) Furthermore, parents have the duty ‘to entrust their children to Catholic schools whenever this is possible’. (ibid, n.8)

1.1 This policy addresses the needs of families seeking a Catholic education.

Its primary focus is to provide guidelines for the enrolment of children from Catholic families. Catholic families are defined as:

Families in which at least one parent is a Catholic or in which the children to be enrolled have been baptised Catholics.

1.2 This policy seeks to establish consistency across the Diocese in enrolment practices.

1.3 This policy reflects and supports the Diocesan Mission and Vision Statement (1997-2001 Catholic Schools Office Diocese of Armidale): To provide quality education for students in the Catholic Tradition in partnership with rural communities, and the words of Bishop Kevin Manning in launching this statement “Catholic schools in the Armidale Diocese aim to educate, to build community and to serve and thus support parents who are the primary and principal educators of their children.”

2. ESSENTIAL PROVISIONS

The following provisions are essential to the implementation of the policy:

2.1 Each school develops an enrolment policy which is consistent with the provisions of this and Annual School Report to the Community 2014

other Diocesan Policies and directives while being sensitive to local needs.

2.2 Each school establishes a school enrolment process.

2.2.1 This process encompasses the formulation, implementation and evaluation of the school's enrolment policy.

2.2.2 This process includes appropriate consultation between the Principal, the Parish Priest(s), the school board and relevant representatives of the community(ies) on which the school depends.

2.3 Each school will have an Application for Enrolment form as part of the school Enrolment Policy. See Appendix 2.

2.4 The school enrolment policy is available to all members of the parish and school communities and a copy is forwarded to the Diocesan Director of Schools.

2.5 All parents seeking to enrol children in Catholic schools are assisted to understand the ideals and principles upon which the Catholic School is based.

2.6 While children from all families who are prepared to support the ideals and principles of the Catholic school may be considered for enrolment, priority in enrolment is given in the following order, except in special circumstances: (See Bases of Discretion)

2.6.1 Children of Catholic families.

2.6.2 Non-Catholic children who have previously attended another Catholic school or whose parents, for religious reasons, wish them to have a Catholic education.

2.7 It is expected that children of Catholic families will normally make up at least 75% of the enrolment of the school. Permission to allow any significant departure from this norm must be sought from the Diocesan Director of Schools.

2.8 Enrolment age of children entering kindergarten must be in accordance with the directives in the CSO Administrative Handbook.

3. IDENTIFICATION OF EDUCATIONAL NEEDS

Prior to enrolment the educational needs of applicants will be identified. If the level of support

required is beyond the capacity/ability of the school to provide, the matter will be referred to the CSO to make a determination as to the ability of the Diocese to meet the needs of the applicant. Refer to Part A Handbook and Support Documents for Students with Special Needs, Diocese of Armidale.

4. SPECIAL CONSIDERATION

Children of families who are suffering financial hardship and related inability (as opposed to unwillingness) to pay school fees fully or in part should not find this an obstacle to enrolment within the terms of the Policy: Diocesan School Fees.

5. BASES OF DISCRETION

5.1 In relation to the implementation of the general and particular principles outlined in 2.2, consideration also may be given, as local needs require, for the following reasons:

5.1.1 family situations necessitating a pastoral approach or requiring the exercise of compassion,

5.1.2 parents' intention with regard to their own and their children's search for "education in the faith",

5.1.3 the enrolment of siblings of children already attending the school,

5.1.4 family circumstances involving relocation.

5.2 Full fee-paying overseas students may be enrolled in Catholic schools after the needs of local students who are eligible for enrolment have been met. Full fee paying overseas students are enrolled in accordance with the requirements of the Catholic Education Commission NSW, which are available from the Catholic Schools Office.

6. APPEALS

Unsuccessful applicants will be notified and given reasons for the rejected application by the School Principal and advised that they may appeal to the Diocesan Director of Catholic Schools. (See Appendix 1 "Procedures for Appeal").