

St Mary of the Angels Primary GUYRA
Annual School Report to the Community

2014



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Principal

Mrs Sharon Wittig

ABOUT THIS REPORT

St Mary of the Angels 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

St Mary of the Angels school provides a high quality Catholic Education in a warm, caring rural environment. Parental involvement is a high priority with our School Board providing wonderful guidance and support. Our active P and F provide not only funding but also a physical presence that enhances the life of the school, parish and local community. The close relationship between staff and students is evident in everything that happens within the school. The high standards of behaviour and self-discipline are widely acknowledged by parents and visitors to our school. The school motto "Strive Ever Higher" forms a basis of our approach to all areas of school life. Personalised learning that encourages children to achieve to their highest potential is a feature of planning across all classes. The Diocesan mission to proclaim, witness and serve is a key focus and active part of our school culture. Through personal relationships, the school endeavours to make faith a living and breathing part of daily life.

Parent Body Message

With increased enrolments in 2014 changes have been made to both staffing and class structures. Projected future enrolments are positive and we expect to move to staged classes in 2015.

Once again policies and procedures have been reviewed and amended by our School Board. A number of changes were made to the Attendance Policy as the school moved to electronic recording of attendance. Much of our work focused on WHS policies and procedures surrounding Critical Incidents. Heating of classrooms has continued to be a point of investigation.

This year we introduced a summer uniform for girls and our very smart new sports shirts. We sincerely thank the uniform committee for the work done in this area.

The P & F have worked superbly with the assistance of many helpers to provide resources and to contribute to the warm and caring climate that exists within our school. They must be congratulated on the magnificent undercover eating area which was constructed for the 2014 school year. Their contribution to the excursion fund also allowed our senior classes to enjoy the week long excursion to Canberra which is such a highlight of our students' school life.

School Board Chairperson

Student Body Message

As Year 6 leaders we are extremely lucky to be at St Mary of the Angels. The teachers here are beyond compare and we are truly grateful. They have guided us throughout the years and we really love and thank you for your terrific efforts.

This year we would like to thank the P & F. They really made our Canberra trip great. They also took care of lots of fundraisers. Without them we wouldn't have what we have today. We are especially appreciative of all the IT equipment that has been purchased to help our learning over the last year.

Our Parish Priest has been a great influence on us this year. We will miss him next year and we wish him the best of luck in his new Parish.

This year a great string of events happened including: our Canberra trip, Jamaica fundraiser, school fete, Creative Arts Evening and the Presentation Night. Each one was very important to our school.

It is sad to leave St Mary of the Angels so soon but we will never forget. It has been a pleasure to be here and we will miss everyone. We hope 2015 is a great year for St Mary of the Angels and we wish you the best of luck.

Year 6 2014

SECTION TWO: SCHOOL FEATURES

St Mary of the Angels Primary is a Catholic systemic Co-educational School located in GUYRA.

St Mary of the Angels school provides a high quality Catholic Education in a warm, caring rural environment. Being a rural community, the majority of our students travel on buses from the outlying farming districts and the remainder of our students live within the town boundaries. Students from St Mary of the Angels often move to O'Connor Catholic College in Armidale for secondary schooling.

St Mary of the Angels Primary School was established in 1919 by the Ursuline Sisters and is located in Guyra on the Northern Tablelands. St Mary of the Angels has had associations with the Ursuline, Dominican and Mercy Sisters since its inception. St Mary of the Angels is currently staffed by lay teachers and provides an outstanding education for students from K-6. The school's current enrolment is 75 students. In 2008 a new school was built on the current site which provides modern, purpose built classrooms and additional facilities. Much of the old school building was demolished leaving the original Ursuline classrooms which have since been refurbished and are used as a school and parish hall. St Mary of the Angels will celebrate its centenary in 2019.

In addition to excellent academic programs, St Mary of the Angels offers a wide range of sporting, cultural and community involvement opportunities. The school participates in the Musica Viva program which provides a wide range of orchestral and musical concerts to rural communities. The school celebrates the talents of students in a Creative Arts evening which showcases music, dance and drama. Opportunities are also available to participate in eisteddfods and Catholic Schools Celebrates concert on a biannual basis.

Physical education and sport is very important at St Mary of the Angels. Students have access to a wide variety of school sporting equipment at morning, recess and lunch breaks. Students are taught basic skills in a number of recreational sports which encourage them to participate in weekend competitions. These sports include tennis, golf, lawn bowls, soccer and touch football. Good sportsmanship and fairness is at the forefront of all sporting activities.

Service to others is a key focus at St Mary of the Angels. Students regularly visit the local aged care facility and have developed long and lasting relationships with the residents through shared activities which include reading, talking, singing, craft and games mornings. Senior students love to assist with the Meals on Wheels deliveries. Our school takes great pride in contributing to our community through ANZAC Day, tree plantings, Rotary Carnivals, Remembrance Day and the Clean Up Australia campaign.

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
39	36	0	75

* 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 93.98%. Attendance rates disaggregated by Year group are shown in the following table.

Attendance rates by Year group	
Kindergarten	95.43%
Year 1	93.02%
Year 2	92.82%
Year 3	93.13%
Year 4	92.73%
Year 5	97.54%
Year 6	93.16%

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	4	10

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

Percentage of staff who are Indigenous	0%
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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	Implementation of New Australian English Curriculum
Term 2	Spiritual Formation Staff Retreat and Non Violent Crisis Intervention
Term 3	No staff development day held this term.
Term 4	Senior First Aid Training

During 2014 the Staff at St Mary of the Angels completed a wide range of Professional Development to assist with the implementation of the New Australian Curriculum and the Diocesan Learning Enhancement Strategy.

Staff completed the Anita Chinn on-line modules for Mathematics and implemented strategies within the classroom as part of this program.

All staff completed a series of WHS eLearning modules.

The Principal completed 120 hour Small School Leadership Program.

All teaching staff completed modules on National Disability Standards.

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 strong Religious Education Curriculum taught to our students was complemented by the celebration of weekly Mass. Students acted out their learning through service to others by their volunteer work within the community.

Masses were celebrated each Tuesday morning with students taking an active part in the presentation of Liturgies. Mass themes were carefully selected to enhance learning about the liturgical seasons and to complement themes being studied in class. There was an open invitation for parishioners and parents to attend these weekly Masses.

During 2014 the sacraments of Reconciliation and First Eucharist were celebrated within the Parish. These sacramental programs included sessions where parents, students and teachers worked together to assist students in their faith formation. Once again there was a very close working relationship between St Mary of the Angels School and the Parish Catechist Team.

In 2014 St Mary of the Angels School also assisted in organising and running ecumenical services during Lent and Advent.

As a faith filled community, spiritual and faith formation are an important part of life at St Mary of the Angels. During 2014 Parish members and staff have joined together for Faith and Spiritual formation, working together on Advent and Lenten programs. Staff completed a one day Retreat run by the Diocesan Spirituality Team.

During 2014 St Mary of the Angels continued a "Welcome to Church" program for parents of children in Transition and Kindergarten. This three session program helped parents to better understand aspects of Religious Education in our school.

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	37.33

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 Mary of the Angels School values each and every individual child in our care. It is therefore important to us that each individual child's needs are met. An important feature of our curriculum is the dedication of teachers to ensure that this happens. Quality learning tools are incorporated into class programs to allow students to manage their own learning at an appropriate pace and level. Students monitor this through the use of matrices, rubrics, graphing and recording. Programs reflect an awareness of individual learning. Personal learning plans are in place for funded students and students with needs requiring special learning targets.

With the introduction of more advanced technology the school has made a great effort to bring technology to life within the classroom. Websites are carefully selected to enable students to access literacy and numeracy skills in a format that allows teachers to monitor progress and accelerate learning. During 2014 the school purchased twenty fixed computers and an additional twelve chrome notebooks to ensure that students have access to adequate technology for learning.

St Mary of the Angels is the only Catholic School within the Armidale Diocese that operates a yearlong Transition to school program. This Transition class operates each Wednesday and teaches students vital social skills that allow them to make a smooth transition from home to school. The program also provides excellent foundations in literacy and numeracy allowing students to excel in their first years of schooling.

St Mary of the Angels is proud of the sporting opportunities offered to students from Kindergarten to Year 6. Whole school programs operate from cross country, athletics and swimming. Students participate in local PSSA events with other local schools before moving on to Diocesan and Polding levels. The school promotes the development of fundamental movement skills through Daily PE programs and gymnastic facilities available to the students.

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	55.00%	46.20%	9.00%	13.10%
	Writing	67.00%	39.10%	8.00%	11.20%
	Spelling	42.00%	43.70%	25.00%	14.80%
	Grammar	67.00%	49.90%	8.00%	11.90%
	Numeracy	64.00%	36.20%	0.00%	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	100.00%	34.50%	0.00%	16.30%
	Writing	67.00%	15.50%	0.00%	21.40%
	Spelling	67.00%	33.60%	0.00%	16.40%
	Grammar	67.00%	36.60%	0.00%	16.10%
	Numeracy	100.00%	25.90%	0.00%	18.10%

Student Welfare Policy

No changes were made to the Student Welfare Policy.

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.

No changes were made to the Discipline Policy.

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

Student Leadership forms a major part of the culture of Respect and Responsibility that makes up the warm and caring climate of our school. St Mary of the Angels actively promotes Gospel Values with respect and responsibility being a core element. Our student leaders act as great role models for younger students and accept responsibility for specific tasks around the school. During 2014 the school contributed to society and civic life through participation in ANZAC and Remembrance Days, Clean Up Australia Schools Day and other community/school initiatives. The values of Care and Compassion were modelled in fortnightly visits to the local aged care facility and participation in Seniors Week celebrations.

During 2014 senior students from St Mary of the Angels School modelled the values of respect and responsibility by participation in the Meals on Wheels program. Students assisted volunteers to deliver meals to elderly and sick residents from the local community.

In school initiatives to promote respect and responsibility also included senior students acting as "Buddies" to younger students to assist with development of social skills and safe eating programs.

SECTION NINE: SCHOOL REVIEW AND IMPROVEMENT

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

The Welcome to School and Church program continued for a second year with parents learning more about the Religious Education Curriculum and how the Catholic Faith is taught within the school/parish setting. During 2014 staff completed a number of professional development sessions on Catholic Values in preparation for the launching of the Catholic Values and Principles documents. Teacher began mapping where values are taught across curriculum areas.

The new Australian English Curriculum was successfully implemented following extensive professional development. Work continues to enhance implementation with the revision of school documents and the purchase of linked resources. The literacy enhancement strategy helped to improve student outcomes for Stage One students. This program will be extended next year.

All procedures surrounding delivery of services to students were revised in light of National Collection of Data for Disabilities. Disabilities Standards training was completed by all teaching staff.

Class structures were adjusted to enhance learning opportunities for students in 2014 and beyond. With increased enrolments we can now move to stage based classes.

Priority Key Improvements for 2015

Successful implementation new Science and Mathematics Curriculums through professional development, staff dialogue, revision of school documentation and purchase of appropriate supporting resources.

Develop staff, student and parent understanding of the Core Catholic Principles and Values so that they can be embedded in all aspects of learning across the curriculum. Identify ways that these teachings be expressed in our mission to proclaim, witness and serve.

To enhance the professional learning dialogue within the school to improve student learning outcomes and explore the concept of Professional Learning Communities with a focus on authentic assessment as a means of whole school improvement.

Encourage staff to identify personal learning goals through exploration and achievement carefully linked to the AITSL Teacher Performance and Development Framework.

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

In 2014 St Mary of the Angels conducted an independent on-line survey of all parents within the school. The survey covered a range of questions in the following areas; Leadership, Resources, General, Improvement Processes, Catholic Ethos, Teaching and Learning. The average overall score in all areas was the highest rating of "Excellent". Parents commented on the caring environment where teaching staff have a genuine concern for the students' wellbeing. Parents appreciated that staff are always available and willing to discuss children's progress or problems. They felt that their children were being taught good Catholic Values. Areas for improvement included increased funding to schools and the ability for the school to move to one year per class. Some concern was expressed about the inconsistency of teachers on our K/1 class. Some parents would also like to see us work towards additional teacher's aide time in classes to assist with learning.

Student Satisfaction

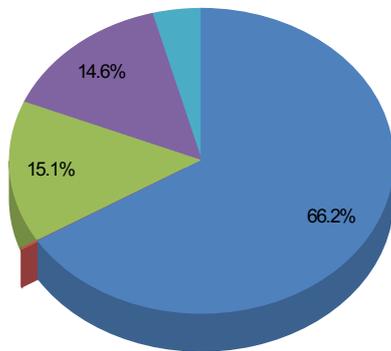
In 2014 St Mary of the Angels conducted an independent on-line survey of all students in Years four and six. The survey covered a range of questions in the following areas; Leadership, Resources, General, Improvement Processes, Catholic Ethos, Teaching and Learning. The average overall score in all areas was the highest rating of "Excellent". Students acknowledged the many and varied learning opportunities that are offered to them. They noted the friendliness of both students and staff. They felt that the school was a fair place where younger and older students love to spend time together. Students expressed concern about heating in one of the classrooms. They asked for facilities for heating lunches. They also want sport, sport and more sport.

Teacher Satisfaction

In 2014 St Mary of the Angels conducted an independent on-line survey of all staff within the school. The survey covered a range of questions in the following areas; Leadership, Resources, General, Improvement Processes, Catholic Ethos, Teaching and Learning. The average overall score in all areas was the highest rating of "Excellent". Staff expressed a high level of job satisfaction working in a small caring environment. Because of the nature of the survey set up, some responses from staff were not reported in comment form to protect anonymity of staff in limited demographics. Some concern was expressed about the ever increasing workload of teachers and secretarial staff.

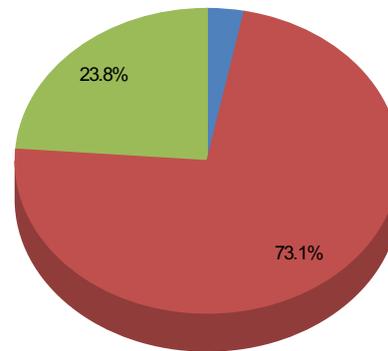
SECTION ELEVEN: FINANCIAL STATEMENT

Income



- Commonwealth Recurrent Grants (66.2%)
- Government Capital Grants (0%)
- State Recurrent Grants (15.1%)
- Fees and Private Income (14.6%)
- Other Capital Income (4.1%)

Expenditure



- Capital Expenditure (3.1%)
- Salaries and Related Expenses (73.1%)
- Non-Salary Expenses (23.8%)

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	\$701,593
Government Capital Grants ²	\$332
State Recurrent Grants ³	\$159,526
Fees and Private Income ⁴	\$154,568
Other Capital Income ⁵	\$43,900
Total Income	\$1,095,701

RECURRENT and CAPITAL EXPENDITURE	
Capital Expenditure ⁶	\$30,381
Salaries and Related Expenses ⁷	\$713,703
Non-Salary Expenses ⁸	\$232,274
Total Expenditure	\$976,358

For the 2014 year the St Mary of the Angels Primary received \$37,825 as Interest Subsidy.

Our school community is appreciative of the support it received from the NSW State Government under the Interest Subsidy Scheme

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").