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St John's Lutheran School, Eudunda Inc.

ENROLMENT POLICY

"Learning to Serve"



St John's Lutheran School, which is owned and operated by St John's Eudunda Robertstown Lutheran Congregation, offers its programme in Christian Education to all applicants regardless of ethnic origin, religion or disability, provided that:

- Through enrolment procedures parents seeking enrolment for their child/children undertake to support willingly and freely the stated aims and purposes of St John's Lutheran School; and
- Adequate space and resources are available to cater for the enrolment priorities, which will be determined from time to time by St John's Lutheran School Council.

The current enrolment priorities are:

- Children who are members of St John's Lutheran Congregation, Eudunda
- Siblings and children of former and existing students
- Children who are members of any other Lutheran Congregation
- Children who are members of Christian Churches, other than Lutheran
- Children who have no association with a Christian Church
- The order in which applications are received in each priority area.

Enrolment and Early Years of School Policy:

Length of Time in Junior Primary Classes

- If a child turns five before 1st May, they will start school on the first day of Term One in that year.
- If a child turns five on or after 1st May, they will start school on the first day of Term One the following year.
- There may be times when parents request for their child to commence Foundation earlier than the above. When this occurs the Principal will review each case separately and will liaise with the kindergarten as to the child's readiness for school. Any earlier entry to school may occur only as a result of consultation between kindergarten, parents and school and will be based upon the child's social readiness and any other professional evidence to support the child's readiness for school.
- Decisions on the length of stay in the Foundation class will be made after consultations between parents, teachers and the Principal.
- Children commencing Foundation in Term One will, under normal circumstances, automatically proceed to Year One at the commencement of the next school year.
- The progress of each child will be reviewed at the end of the year, taking into account his / her academic, social and emotional development.

- In exceptional circumstances the length of time a child may spend in Foundation may be extended or reduced but any decision to vary the policy will require agreement between the school and the parents/caregivers concerned.
- If the child has any special educational needs indicated at the enrolment interview or on the Application for Enrolment form, a process will be put in place to ensure that the school can meet these needs:
 - The Principal or nominee will collect information from professionals such as medical practitioners, psychologists, speech pathologists and the child's current setting to determine his / her educational needs
 - The Principal will meet with the family to indicate the programme that the school can offer
 - Where there may be unjustifiable hardship, the school may decline the enrolment
 - The enrolment of each student with Special Education needs will be reviewed regularly to ensure the school continues to meet his / her needs

Enrolment:

- Enrolments should be completed in the year prior to the intake to allow adequate time for preparation for parents and the school.
- An enrolment form needs to be completed and signed.
- All parents are required to have an interview with the Principal before the admission of their first child.

Working with Parents through the steps of Enrolment:

1. An enquiry is made and appointment is arranged:
 - a. As soon as possible
 - b. Preferably while school is in action, but in plenty of time to be hassle free
 - c. Preferably with both parents.
2. The discussion:
 - a. Will be open, relaxed and at ease. The parents are not on trial, nor is the Principal
 - b. The aims of school are discussed by the Principal drawing from parents the reason for seeking enrolment
 - c. A journey through the school is included.
3. Special Education Needs
If Special Education needs are identified, then the process of gathering and analysing information is undertaken.

Following the collection of this information about the student, the school discusses the program of support and reasonable adjustments that can be offered with the Parents/guardians.

If the enrolment is to proceed, the support offered by the school is outlined in the letter of offer any may include the following details:

- School assistant support
- Teacher support
- Agency support
- Therapeutic support
- Equipment and modifications
- The individual Learning Plan as a framework to review student needs
- Behaviour management plan

4. Letter:

- a. A letter of acceptance is sent to the family pointing to the coming year/term
- b. A further meeting with the parents is generally optional.
- c. The letter should outline that any support arrangements be reviewed on a regular basis

5. Letter:

- a. A transition letter outlining programme and dates is sent to the family and to the kindergarten
- b. The transition programme involves a four-phase transition period over four weeks
- c. The Foundation teacher also completes a home visit prior to the child commencing school. Pre-entry testing is administered.

6. Day One:

- a. The family is invited to attend Opening Worship
- b. Class Carers are organised to seek out and network with new mums.

7. The Caring Ministry:

- a. Our Ministry of Service that has gradually initiated since the interview now goes into full swing.

Reviewed February 2017

Addition to include special education added December 2020