

St Andrew's Catholic Primary School

Enrolment Policy, Policy 2.4

Statement of the Archdiocese of Melbourne, CEOM

Introduction:

The St Andrew's community realises that once a child becomes a member of the Catholic Church through Baptism, he/she should be given the opportunity to be educated as a Catholic. Whilst the formation in the faith remains primarily the role of the parents, St Andrew's Parish is committed to assisting them in this important task through the work of St Andrew's School.

1. Guiding Principles:

The Archdiocese of Melbourne, through the Catholic Education Office Melbourne, encourages Parish communities to establish Catholic schools which are committed to the development of the whole person; are embedded within the community of believers; and share in the evangelising mission of the Church.

The responsibility for admitting children to St Andrew's School is one that is ultimately shared by the whole Catholic community. While immediate responsibility is delegated to the Parish Priest and Principal, their decisions must be:

- a) informed by the Gospel values of inclusiveness and equity
- b) in accord with Archdiocesan Policy (CEOM Enrolment Policy 2.4) as well as Commonwealth and State legislations

St Andrew's School acknowledges the Church's call to Catholic parents to send their children to Catholic schools whenever it is possible. It accepts a shared responsibility on the part of Catholic education authorities to ensure that quality Catholic education, which caters for all enrolled students, is provided.

St Andrew's School is a Catholic school in which prayer and liturgy are vital aspects of religious life in the school. The pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church. The teachings and values of the Catholic Church are paramount to the culture and vision of our school. St Andrew's School strives to cater for the needs of all students at each level, and to meet individual needs over a wide range of learning abilities. These objectives must be equitably achieved within the constraints of the available teaching and material resources. St Andrew's School recognises the right of all students to educational opportunities that expand life choices.

In the event of St Andrew's School being unable to offer a place to all baptised Catholic children resident in the Parish, contact will be made with neighbouring Parishes to ascertain

if there are vacancies in their local school. The decision to act on this information is left to the parents.

It is the policy of the school that no baptised Catholic child will be denied the right to be enrolled at St Andrew's School, owing to the parents' genuine inability to pay the full fees.

2. Criteria for Enrolment:

Children from all families who are prepared to support Catholic ideals and principles may be considered eligible for enrolment. Priority in enrolment is to be given to the following order, except in special circumstances (see 'Basis for Discretion'):

To be eligible for enrolment in Prep the child must turn five years old by 30th April of the child's first year of schooling.

When assessing enrolment applications the following priority system shall be used:

1. Catholic children who are residents of the parish.
2. Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest.
3. Catholic children from other parishes (for pastoral reasons).
4. Children from non-Catholic Eastern churches who reside in the parish.
5. Children from non-Catholic Eastern churches who reside outside the parish.
6. Other Christian children who reside in the parish.
7. Other Christian children who reside outside the parish.
8. Non-Christian children who reside in the parish.
9. Non-Christian children who reside outside the parish.

Note: Siblings of children already enrolled in the school shall be given priority.

- A child who is less than minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- Parents seeking early age entry for their children will be considered for enrolment once the parent has sought approval by written application to the Catholic Education Office.
- The principal will contact principals of other previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunization certificate, and to discuss academic, social and behavioural matters. The principal has the authority to defer admission in order that enquiries of the previous school are carried out in the best interests of the student.

3. Basis for Discretion:

With regard to the criteria for enrolment, special consideration may be given to individual cases, as determined by local circumstances, for the following reasons:

- The learning capacity of a Catholic child is generally not a criterion for school entry, however, the enrolment of children with an impairment, disability, handicap, or behavioural issues would depend on the ability of the school to cater for the specific needs of the child.
- Family situations necessitating a pastoral approach or requiring the exercise of compassion.
- Family circumstances regarding mobility.

4. Procedure for Enrolment for Students beginning in Prep:

Outlined below are the steps in the process:

- Enrolment for following year advertised in Term One of each year through the school newsletter, school website, Parish newsletter and local kindergartens/pre-schools.
- Interviews with the Principal or Principal delegate take place throughout the year.
- Families notified via a letter of their acceptance/non acceptance once an interview has taken place.
- After receiving the acceptance letter, families are asked to accept the place in writing, and new families are required to pay an installment of a \$100 non-refundable deposit. This money will be deducted from the first fee installment of the following year. In the event of the family completing the enrolment process and then later deciding to not go ahead with the enrolment the money shall be deemed to be an administrative cost and will be forfeited.
- Applications received after the class has been determined for the following year may be placed on a waiting list.
- The following documents are required upon the submission of an enrolment form:
 - A copy of the child's birth certificate
 - A copy of the child's baptismal certificate
 - A copy of the child's passport visa where necessary

5. Procedures for Enrolment of Children in Grades 1-6:

- Applications accepted throughout the school year
- Applications to be considered by Principal, or Principal delegate, once 'Application For Enrolment' forms are lodged at School Office
- Families notified of their acceptance/non acceptance in writing.
- Students will be allocated to classes by the Principal according to a combination of needs including class sizes and student need.

5. Parental Responsibilities:

- All parents/guardians enrolling their children in a Catholic school should complete the school's Application for Enrolment form and return it by the due date. This does not guarantee enrolment in the school.
- Parents/guardians must be prepared to support the school in the Catholic education of their children and involve themselves as much as possible.
- Parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child. (Any difficulties in this regard should be discussed with the principal.)

- Parents/guardians must advise the principal of any Court Order(s) that may exist in regard to the child, or any changes to such Court Order(s) and provide a copy of the Court Order(s) and any subsequent changes for the child's school file.
- Parents/guardians must supply the school with a Health Immunisation Certificate.

6. References: