



## Enrolment Policy

A clear enrolment policy enables St Mary's Primary School to fairly manage the important task of enrolment.

This policy aims to uphold the Gospel Values of inclusiveness, service and compassion and is written with "Love Above All" as the guiding principle

### Policy Statement

While nurturing children in the Catholic Faith and maintaining a Catholic ethos, St Mary's Primary school remains open and welcoming to all who support its values and mission. The following considerations, however, are the important factors in the acceptance of enrolment: availability of places, class composition, physical accommodation and ability of the school facilities and resources to meet student needs.

### Enrolment of Prep/Primary School Students

(A) To qualify for enrolment, a student must turn four years (for Prep) before 30<sup>th</sup> April the year prior to enrolment.

(B) Applications for enrolment will be considered in the following order:

1. Children who have siblings enrolled in the school
2. Catholic children (baptised) whose family regularly attends St Mary's Parish Mass
4. Catholic children (baptised) living beyond the parish boundaries who have a suitable reason for enrolling in the school
5. Children (not baptised) of Catholic families, living within the geographical boundaries of the Mount Evelyn Parish
6. Christian children of other denominations whose families value the religious aspect of education and are practising in their Parish.
7. Christian children of other denominations whose families value the religious aspect of education, but are not actively involved in their Parish
8. Children of Non-Christian faiths

### Consideration of Applicants

When the situation requires special consideration, a team consisting of the Principal, Assistant Principal and the Parish Priest works collaboratively to discern and allocate placement.

Prior to offers of enrolment places, the Principal will give consideration to:

- Class size/Places available
- Class composition
- Physical accommodation available
- The ability of the school to meet the child's needs
- The need to maintain the Catholic/community character/ethos of the school
- The discretion of the Principal

### Enrolment of Children with Special Needs

Before a child with special needs can be enrolled, the 'Enrolment Support Process', under the guidelines of the Melbourne Catholic Education Office, must be carried out. The purpose of such a process is:

- To investigate the needs of the child; and
- To determine the suitability of the resources of the school to fit the child's requirements

It is important to realise that if the needs of the child and the resources of the school are not compatible, neither the individual child nor the school would benefit from such an enrolment.

### Procedures

A tour is arranged where you will:

- Meet with one of the school leadership team (Principal or Assistant Principal)
- Walk around tour of the school
- Have the opportunity to ask questions or raise concerns
- Receive an enrolment pack

Enrolment applications for all year levels can be submitted at any time. Copies of the following supporting documentation will need to be provided to the school to complete the enrolment application:

- Birth Certificate
- Baptismal Certificate
- Last two school reports and NAPLAN report/s (as applicable)
- Any medical or learning reports
- And if noted in your application:
  - Legal Documentation
  - Immunisation Certificate
  - Medical Action Plan
  - Student Specialist Assessments

Immunisation is critical for the health of children and the wider community. If a student is not immunised the school must contact the parents when they become aware of any outbreak of contagious disease that the child would otherwise be immunised for.

There is no fee involved in submitting an application for enrolment.

Please Note: the application for enrolment will only be considered after the school receives all required supporting documents.

All enrolment information is reviewed and considered by the Principal and a letter will be sent to you advising of one of the following outcomes:

- Offer of an enrolment place at St Mary's and a form for you to complete which accepts the offer
- Offer of a place on the waiting list for enrolment at St Mary's Please Note: This does not guarantee your child a place at St Mary's.
- Advice that a place will not be offered

Successful enrolment applicants will be sent a Confirmation of Enrolment Form with the letter of offer. You are asked to complete this form giving careful consideration to the obligations regarding school fees, accepting school policies and supporting the school's ethos. Please Note: your enrolment is not complete until this Acceptance of Enrolment Form is, signed and returned to the school office with the \$100 Confirmation Fee.

Term Four of the Year prior to Placement, student orientation sessions are held for all Prep students, as well as new students in other year levels. Students will be placed with their year level teacher where possible.

#### Role of Parents

- Parents are expected to accept a commitment to give their child/children every opportunity to experience their faith at home and to give their child every opportunity and encouragement to practise it.
- Parents are expected to support and encourage the standards of behaviour, discipline, punctuality, dress, cleanliness, tidiness and other expectations of the school.
- Parents must accept that all students will partake fully of every aspect of the school program.
- Parents are expected to be supportive of the teaching staff and the school administration. Open communication is actively promoted.
- Parents are expected to help whenever possible and to support the school's activities and fund raising efforts.
- Parents are expected to commit themselves to the regular payment of school fees and levies.
- Parents are encouraged to participate/be involved in all aspects of the life of the school.
- Parents must disclose any parenting orders that are in place.

#### **Evaluation:**

This policy will be reviewed as part of the school's four-year review cycle.