Enrolment Policy

Rationale
The Catholic Education Commission of Victoria Inc. (CECV) encourages all Catholic parents to seek a place in a Catholic school for their students. The enrolment process ought to be fair and ideally a positive experience for the prospective student and his or her parents or guardians.

Purpose
The purpose of this policy is to describe the criteria for enrolment at the school, that is who are eligible to apply for a place at the school, and to describe the processes that apply to those seeking enrolment.

Implementation
- Parents and students wishing to enrol will be interviewed by the Principal on behalf of the Canonical Administrator. Before any enrolment can be confirmed, it must receive the endorsement of the Canonical Administrator, in accordance with their duties under Canon Law.
- The special needs of students shall be taken into account on an individual basis. The Principal in consultation with the Canonical Administrator will assess the school’s capacity to provide adequate staffing resources and facilities such as to ensure that the school can provide effective teaching for the special needs of their students. The school will comply with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning needs in a Catholic school. (Appendix 1 & 2).
- By law, children must turn five by the 30th April of their first year of school. The “Early Enrolment Policy” is to be referred to when parents seek enrolment for a child of a younger age.
- Students of other Faiths will be considered for enrolment provided it does not result in the exclusion of Catholic students. The parents of these students will be required to give an understanding that they will respect the life, nature and identity of the school. Once enrolled these students will have the right to complete their Primary education at the school.
- Students of other Faiths will be expected to participate fully in all aspects of the school life.
- All prospective students will be required to demonstrate that they have received required immunisation, or have necessary documentation stating why they have not participated in the program.
- All information gathered during the enrolment process will be maintained according to the Privacy Act 2000.

School Fees
- While it is important that parents appreciate their responsibility to pay such fees and levies as are determined by the School Board. However no child will be excluded from the school or school activities, because of non-payment of such fees and levies.
- Parents will be given the opportunity to make arrangements with the Principal or Canonical Administrator for an alternate system of payment, a reduction in the amount payable, or for an exemption from paying fees if warranted by special circumstances.

Register of Enrolments
A Register of Enrolments containing all necessary information will be maintained at the school.

References
Diocese of Sale, Enrolment Policy
Diocese of Sale, Enrolment of children Under the Minimum Age Policy

Evaluation
This policy will be reviewed as part of the school’s five year review cycle or as required.

Ratification
This policy was last ratified by St Mary’s Staff in June, 2016.
APPENDIX 2 – The Enrolment Process

Initial parent/guardian inquiry. Information & Application for Enrolment sent out.

Does the prospective student have additional educational needs?

YES.

NO.

Formal interview between Principal, parent/guardian and prospective student is held according to local school policy & procedures. Information regarding educational needs of the prospective student is gathered. If student was enrolled in a school interstate collect additional information via Interstate Data Transfer Note (ISDTN).

Parent/guardian must give written permission to the school for further investigation of prospective student's educational needs.

Principal meets with the parent/guardian and other appropriate and relevant professionals to discuss the educational program the school can offer to the prospective student.

Summary of information by school personnel of how the school can best meet the needs of the prospective student.

Enrolment does not proceed.

This may occur because:

- Parents choose not to continue with the enrolment
- The school is unable to offer a place to the prospective student.


Enrolment Decision. Letter sent to parent/guardian accepting the enrolment. Parent complete, sign and return relevant forms. Normal school processes operate.

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Enrolment Decision.