Rationale:

As stated in the CEO Enrolment Policy:

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. The Australian bishops established Catholic schools in the 1860s as a key instrument of catechesis and sacramental preparation for Catholic children. Catholic schools continue to offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

This CEO Enrolment Policy establishes that the first priority of a Catholic school is the provision of a Catholic education for Catholic children. This reflects the historical context of Catholic education in Australia, as well as confirming the participation of the Catholic school in the Church's mission. As a result, formation and education in a Catholic school must be based on the principles of Catholic doctrine.

At St Paul’s we recognise that we are first and foremost supporting the education in faith of the children of local Catholic families. We believe that parents are the first educators of their children and have the obligation and the right to ensure an adequate education for their children consistent with their rights and obligations and with their beliefs and values.

St Paul’s Catholic Primary School exists to enable the Church to carry out its responsibility to provide for the baptised child, a formation of faith, hence priority in enrolment is given to Catholic children.

Aims:

• To ensure that all children of the Catholic Faith in our local area have access to a Catholic Education.
• To support parents in their role as first educators of their children.
• To provide an efficient process of enrolment that satisfies the needs of both students and the school.

Implementation:

All children who are eligible to attend a Victorian Government school are welcome to attend our school. Students enrolling at school as part of a prep intake will be required to provide proof of age - indicating, 5 years of age by the 30\textsuperscript{th} April of that year.

Enrolments into the school are taken in the following priority –

1. Children of St Paul’s Catholic Primary School’s catchment area.
2. Other children of families already enrolled at the school.

Provided there are class places available, and allowing for any possible transfers from other Catholic schools into St Paul’s Catholic Primary School the following may be taken –

3. Children from Orthodox religions.
4. Other non-Catholic Christians where a faith environment is sought for the child.
It should be noted, for non-Catholic families, that acceptance by another Catholic school does not automatically follow that enrolment at St Paul’s Catholic Primary School will be accepted.

**Catchment Areas:**

Catchment areas will be followed by both parish schools as shown in attachment one.

Applications for enrolments from families outside school catchment areas will not be acted upon until Principals from both schools have consulted.

Aspects of flexibility in regards to this policy will be considered to ensure that needs of families are met.

**Documentation:**

Parents are required to complete the Application for Enrolment Form before enrolment into the school can be considered.

A Certificate of Immunisation, original Birth and Baptism Certificates must be presented for photocopying.

**Enrolment of Non-Catholic Children**

1. Non-Catholic children may be enrolled at St Paul’s Catholic Primary School.

2. Non-Catholic children may be enrolled only after an undertaking by the parents that the nature, life and identity of the school will be respected.

3. Parents of non-Catholic children so enrolled should be given a clear understanding that the acceptance for enrolment of their children in St Paul’s Catholic Primary School does not give them an automatic right of admission into a Catholic secondary school.

**The Following Criteria Are Not Used In The Enrolment Process**

1. The ability of parents to pay school fees is not used as a criterion for enrolling a Catholic student in St Paul’s Catholic Primary School. It should be noted, however, that all families are required to make some financial contribution to the education of their children.

2. Academic criteria are not used to exclude Catholic students from St Paul’s Catholic Primary School.

3. External measures, which are deemed to gauge the degree of faith commitment of the parents, are not used as criteria for enrolling students in St Paul’s Catholic Primary School.

**Waiting List:**

A waiting list will be established if applications for enrolments exceed places available.

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This policy was last ratified by St Paul’s school staff in.... June 2007