

Enrolment Policy

Rationale:

As stated in the CEM 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.

The first priority of a Catholic school is to provide a Catholic education for Catholic children. This priority reflects the historical context of Catholic education in Australia, as well as confirming the participation of Catholic schools in the mission of the Church. 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. This should be consistent with their rights and obligations and with their beliefs and values.

St Paul's Catholic Primary School enables the Church to carry out its responsibility at a community level, to provide for the baptised child, a formation of faith. Therefore 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. They must be 5 years of age by the 30th 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 children may be accepted;

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 allow a child to be enrolled at St Paul's.

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.

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 values, life and identify 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.

Timeline for Enrolments of Prep Students

1. Enrolments for Prep Students are accepted in Terms 1 and 2 in the year prior to starting at school.
2. Parents complete all sections of the enrolment form and lodge the form at the school office.
3. Early in Term 3 an interview takes place with the Principal or Deputy Principal. For Prep enrolments a letter of acceptance is forwarded to each family. This letter will include the date that the child needs to attend St. Paul's for a Transition Session.
4. A follow up information meeting for parents occurs in November while the prep children attend an orientation morning.

Waiting List:

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

Evaluation:

- This policy will be reviewed as part of the St Paul's review cycle.

This policy was ratified by St Paul's School staff in...

September 2019