ENROLMENT POLICY

OBJECTIVES

“This … 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.” (Policy 2.4: Enrolment for Schools in the Archdiocese of Melbourne, CEOM, 2009)

APPLICATION FOR ENROLMENT

Application for Enrolment will be available for a family who seeks enrolment to St James the Apostle Primary School and St Francis of Assisi Primary School providing the enrolment criteria is met and a place is available. All families must complete an Application for Enrolment and present for interview. Any Application for Enrolment must disclose information/provide reports relevant to any physical, educational, social and emotional condition that will enable us to assess our ability to resource the needs of your child/children. Failure to do so could jeopardise the placement of your child/children.

Acceptance will be determined by the Parish priest and Principals of St James the Apostle School and St Francis of Assisi School upon completion of the interview process.

Application for Enrolment will require acknowledgement of St James the Apostle Primary School and St Francis of Assisi Primary School being Catholic Schools 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.

Applicants must also commit to the following Parental Responsibilities:

1. Completing the school’s Application for Enrolment form and returning it by the due date. This alone does not guarantee enrolment in the school.
2. Upon acceptance of my/our child/children at St James the Apostle Primary School or St Francis of Assisi Primary School agree to abide by the Policies and procedures of the school.

3. Support the school in the Catholic education of my/our child/children and involve myself/ourselves as much as possible.

4. Must recognise and be prepared to meet the financial responsibilities for the ongoing enrolment of my/our child/children, e.g. School Fees and Education Levies and Parish Thanksgiving. Any difficulties in this regard should be discussed with the Principal.

5. Advise the Principal of any Court Order(s) that may exist in regard to my/our child/children, or any changes to such Court Order(s) and provide a copy of the Court Order(s) and any subsequent changes for my/our child/children’s school file.

6. Must supply to the school a copy of my/our child/children’s Birth and Baptism Certificates, as well as a Health Immunisation Certificate.

ENROLMENT CRITERIA

- The child is baptised Catholic and has reached the required age.
- The child has attended a kindergarten, or other pre-school centre.
- The family are parishioners and/or live within the boundaries of St James the Apostle Parish and the St Francis of Assisi school zone (north of Sayers Rd).
- The family has existing children with St James the Apostle School and St Francis of Assisi Primary School.
- The family values the Catholic faith education that we provide as part of the total education process.
- There is a sense of commitment to the parish community of St James the Apostle through involvement at any level. As part of this commitment, all families enrolled at St James the Apostle School and St Francis of Assisi Primary School are required to contribute to Parish Thanksgiving.
- Families living outside the parish boundaries, who are involved with St James the Apostle parish community, will be considered:

  Consideration as a parishioner will be determined by this criteria:

  - Family living within the physical boundaries of the parish;
  - Family recorded on parish census and contributing to parish Thanksgiving;
  - Family already participating in the life of the nominated parish.

Families seeking enrolment outside their parish boundaries must seek permission, in writing, from their Parish priest. This request for consideration should address the criteria above.
The permission letter must accompany the Application for Enrolment.

- Catholic children from other parishes (for pastoral reasons) who have been granted permission to enrol, outside their parish, will be considered.

POLICY GUIDELINES

The Application for Enrolment form is available from the Administration office. General enrolment information is available on the school’s website. Once the Application for Enrolment form is completed, the family will be asked to attend an enrolment interview that is held with the Parish Priest and Principal. The family is asked to bring a copy of the child’s Birth and Baptism Certificates to this interview. Parent/guardians must also supply the school with a Health Immunisation Certificate. Also, if enrolling for a year level other than prep the family is asked to bring their child’s latest school report.

The School’s enrolment policy is consistent with Catholic Education Office Melbourne’s Enrolment Policy 2.4 recommendations.

Authorised by: Jan Keogh (Principal)

Year of implementation: 2012

Delegated to: Principal & School Bursar