



ST JAMES THE APOSTLE

PARISH

ENROLMENT POLICY

April 2019

Preamble

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. Catholic schools 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.

Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership with the school by supporting the school in furthering the spiritual and academic life of their children.

Enrolment

You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school.

To meet school and government requirements, you will need to provide the school with a completed enrolment form including documentation requested on the Application for Enrolment form.

After lodgement of this form, school staff may need to request further information from you, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if you require it.

Subject to any special exercise of discretion by the Parish Priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic primary schools. The order of priority is:

1. Siblings of children already enrolled;
2. Catholic children who are residents of the parish;
3. Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest;
4. Catholic children from other parishes (for pastoral reasons);
5. Children from non-Catholic Eastern churches who reside in the parish;
6. Children from non-Catholic Eastern churches who reside outside the parish;

7. Other Christian children who reside in the parish;
8. Other Christian children who reside outside the parish;
9. Non-Christian children who reside in the parish; and
10. Non-Christian children who reside outside the parish.

Fees

School families are expected to contribute to their parish through the Parish Thanksgiving/Stewardship Program to support the entire parish community.

The setting of fee levels and other compulsory charges in Catholic primary schools is the responsibility of the school, taking into account the allocation of government funds.

The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Principal of the school.

The fees must be paid for a child to enrol and to continue enrolment at the school.

The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

Enrolment under minimum school entry age

The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school.

Terms of enrolment regarding acceptable behaviour

Our parish schools are communities that exemplify the gospel values of love, forgiveness, justice and truth. Each school community recognises that everyone has the right to be respected, to feel safe and be safe; and in this regard, understands their rights and acknowledges their obligation to behave responsibly.

Every person at the school has a right to feel safe, to be happy and to learn, therefore we aim:

- a) to promote the values of honesty, fairness and respect for others;
- b) to acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
- c) to maintain good order and harmony;
- d) to affirm cooperation as well as responsible independence in learning; and
- e) to foster self-discipline and to develop responsibility for one's own behaviour.

The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and the school's Code of Conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.

Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

Terms of enrolment regarding conformity with principles of the Catholic faith

Support of the Catholic Ethos of the school.

Terms of enrolment regarding provision of accurate information

It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon his or her physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.

Parents and guardians must provide accurate and up to date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.

Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.

The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

Enrolment for children with additional needs

The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:

- a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma);
- b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individualised educational programs, behaviour support plans or other educational interventions as may be relevant);
- c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals; and
- d) any limitations on the school's ability to provide the additional assistance requested.

The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess:

- a) whether the additional assistance remains necessary and/or appropriate to the child's needs;
- b) whether the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals; and
- c) whether it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

Privacy Policy

The school collects personal information, which includes sensitive information such as health information, about students and parents/guardians both before and during the course of a student's enrolment at the school. This may be collected from parent/guardians or from the student or from others. The primary purpose of collecting this information is to enable the school to provide schooling for your child. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.

Where personal information is given to the school in confidence, it will not be disclosed without authority of the parent/guardian or person providing the information. Only staff who 'need to know' and have authorisation from the Principal will be given access to the relevant information.

Certain laws governing or relating to the operation of schools require that certain information is collected. The school may also ask you to provide medical reports about students from time to time and may collect health information about them in the course of providing schooling and if they receive a health service through the school.

The school handles the personal information of students and parents/guardian that it collects and holds in accordance with the Commonwealth *Privacy Act 1988* and the Australian Privacy Principles in that Act. The school also handles any health records of students and parents/guardians that it collects and holds in its records in accordance with the *Health Records Act 2001 (Vic)* and the Health Privacy Principles in that Act.

The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This may include other schools (including for secondary school application and enrolment purposes), government departments, the Catholic Education Office, the Catholic Education Commission, our local diocese and the parish, other diocese, medical practitioners and people providing services to the school, including specialist visiting teachers, sports coaches and volunteers.

Personal information collected from students is regularly disclosed to their parents/guardians. On occasion, information such as academic and sporting achievements is published by the school and other local news providers. Permission and consent is sought from a parent/guardian (and from the student if they are aged 15 or over) for photographs and videos that may be taken of the student to be used and published for certain purposes. Photographs and videos may then be used and published for the permitted purposes without further notice being provided. Any permission and consent given may be withdrawn by the parent/guardian or student (if they are aged 15 or over) by notifying the school.

Parents/guardians may seek access to and request correction of personal information collected about them and their son/daughter by contacting the school. Students may also seek access to and request correction of personal information about them. However, there will be occasions when access to personal information is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student or where students have provided information in confidence.

The school from time to time engages in fundraising activities and will also communicate with you about events or offers which the school consider relevant including in newsletters or fliers. Your information may be used for these purposes. It may also be disclosed to organisations that assist in the schools fundraising activities solely for that purpose, e.g. the Social & Fundraising Committee. The school will not disclose your personal information to third parties for their own marketing purposes without your consent.

If you provide the school with the personal information of others, such as doctors or emergency contacts, you should only provide information that the school requires and we encourage you to inform them that you are disclosing that information to the school and why.

The school has a Privacy Policy which explains how it manages personal information that it collects and holds and which sets out what kind of personal information the school generally collects and how, the purposes for which the information is used and disclosed by the school, to whom the information may be disclosed (including overseas) and how privacy complaints can be made and are handled. We encourage you to read and be familiar with this policy and to ask the school if you have any questions. It is available on the school website or you can ask the school for a copy.

ENROLMENT CONDITION in regards to Full Fee Paying Overseas Students (FFPOS)

Consideration will be given to applications for the enrolment of FFPOS students for twelve-month periods subject to families meeting the following conditions:

- a) The child is a baptised Catholic;
- b) The family lives within the boundaries of the Parish School where the enrolment is requested;
- c) There is a family connection to the school or parish and a commitment to being involved and supporting the parish financially;
- d) The family continues to meet the financial obligations of an FFPOS enrolment if accepted.

Because the enrolment is not supported by government funding the school is required to charge a fee that provides this additional financial support. The current Victorian Department of Education International Student Fee is to be paid in full by the end of Term 3 (40% on enrolment, 30% before or at the beginning of Term 2 and remaining 30% before or at the beginning of Term 3). There is also a Family Fee that covers tuition costs and an Education Levy that covers curriculum expenses and excursions that must be paid in addition to the enrolment fee paid on enrolment.

During Term 4 of the year of enrolment, the family will be required to meet with the Principal, or their delegate, to discuss the request for enrolment for the following year.

Should the family obtain permanent residency status they are required to present documentary evidence of this and arrangements will be made to revert to pro-rata payment of the standard fees for the remainder of that year. A meeting will then be arranged to discuss on-going enrolment at the school.