

Enrolment Policy at St. Catherine of Siena Primary School, Armstrong Creek

Preamble

- 1.1 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 teachings, as well as a lived appreciation of membership of the Catholic Church.
- 1.2 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

- 2.1 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 lodgment of the enrolment forms does not guarantee enrolment at the school.
- 2.2 To meet school and government requirements, you will need to provide the school with a completed enrolment form including, amongst other things, the information listed below. (Most of these are checked off on the Enrolment Application Form).
 - Certificate of Baptism (and Reconciliation, Eucharist, Confirmation, if these sacraments have been completed)
 - Names and addresses of the child and parent/guardians; telephone numbers (home, work, mobile) or parents/guardians
 - Parents'/guardians' occupation and level of education attained
 - Names of emergency contacts and their details
 - Specific residence arrangements
 - Immunization certificate (showing whether your child has been immunized against diphtheria, tetanus, polio, measles, mumps, rubella, whooping cough and haemophilus influenza type B)
 - Nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted) where applicable.
 - Doctor's name and telephone number
 - Medical information about your child (for example, does the child suffer from asthma,

- Information on additional learning needs (for example, does your child require additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, modification to the curriculum, etc.)
 - Parenting agreements or court orders, including any guardianship orders
- diabetes, allergies, poor eyesight/hearing, a diagnosed disability, etc.) and details of any medication that the school will be requested to administer to the child or health/attendant care needs.

2.3 After lodgement of these forms, 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 special needs your child may have. An interpreter may be organized, if you require it.

2.4 Subject to any special exercise of discretion by the Principal, 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:

- a) Catholic children who are residents of the parish and within the school's designated catchment area.
- b) Children from Eastern Rites who are residents of the parish and within the school's designated catchment area.
- c) Other Christian children who are residents of the parish and within the school's designated catchment area.
- d) Non-Christian children who are residents of the parish and within the school's designated catchment area.

Note: Siblings of children already in the school and Catholic children/families have high priority with regards to enrolment.

The principal reserves the right to vary the application of the above priority list in special situations in consultation with the Parish Priest.

Enrolment Timeline

- a) Enrolment Information evening will be conducted in March each year.
- b) Enrolments will open in March each year.
- c) Enrolment Applications are due by the 31st of May each year for the following years enrolment.
- d) Enrolment Interviews will be conducted from March until June each year.
- e) Enrolment Offers will be sent to families by the end of Term Two of each year,
- f) Enrolment Acceptances will need to be returned to the school by the end of July of each year
- g) Deposit: A \$120 non-refundable deposit is required to confirm the acceptance of each student's enrolment

Fees

3.1 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.

- 3.2 The fees must be paid for a child to enroll 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.

School Fees are published at the time of Enrolment – generally on the school website or in the Enrolment Information Package.

Enrolment Age

- 4.1 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. The school will make an assessment of a child's readiness for school when considering the enrolment of a child under the minimum age, but in principle the school does not support it.
- 4.2 In the rare situations where under minimum age enrolment is requested:
- a) The school will make an assessment of the child's readiness for enrolment.
 - b) If the principal supports the parents request approval must be sought from the Director of Catholic Education, with supporting reasons.
 - c) The approval of the Director of Catholic Education is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

Terms of enrolment regarding acceptable behavior

- 5.1 Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognizes 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.
- 5.2 The following Basic Principles set the standards of our codes of conduct and is it expected that every person in the school supports the notion that everyone in the school:
- Has the right to be safe
 - Has the right to be treated with respect and be valued even in diversity
 - Has the right to participate within a secure environment without interference, intimidation, harassment, bullying or discrimination
 - Is encouraged to be respectful, polite, courteous and considerate of others
 - Has the right to be supported and challenged as ongoing learners

5.3 Code of Conduct for Parents/Guardians and Visitors

The adults in the school have a great responsibility to students to model and support positive behavior. In the growth and development of the school, all persons who participate in the school also have a responsibility to support the school and help in facilitating an environment of respect, care and harmony.

To this end, Parents/Guardians and Visitors are required to adhere to the Code of Conduct for parents and visitors. (Cf. **Parent Code of Conduct**). In the event of a Breach of the Code of Conduct, there will be implications as outlined in the **Parent Code of Conduct**.

5.4 Code of Conduct for Students

In line with the above Basic Principles the school has set out expectations of students in the school's **Student Code of Conduct**, **Behaviour Management Policy** and **Anti-Bullying Policy**. It is expected that students respect the rights of others and contribute to a safe and happy learning environment. In the above policies the school outlines consequences for students who do not adhere to expectations in terms of the treatment of other students.

- 5.3 The school administrations, in consultation with the school community wherever appropriate, will prescribe other school rules such as standards of dress, appearance and behavior for the student body. Classroom teachers also specify class rules that support good order and self-discipline during day to day class activities so as to maximise learning opportunities for individuals and for the class.

In general, students are expected to comply with the school's behavior aims and the Student Code of Conduct and to support the school in upholding prescribed standards of dress, appearance and behavior.

- 5.4 Behavior by a child or behavior 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.

- 6.1 As a provider of Catholic education, the school Principal will take into account the need for the school community to represent and conform with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Pupils and families who are members of other faiths are warmly welcomed at our school. However, the school reserves its right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

Terms of enrolment regarding provision of accurate information

- 7.1 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.
- 7.2 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.

- 7.3 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.
- 7.4 **The provision of an inaccurate residential address and parent/guardian contact details or failure to provide an updated residential address and parent /guardian contact details for the child will also be treated as a breach of the Terms and Conditions of Enrolment.**

Enrolment for Students with diverse needs

- 8.1 The school welcomes parents/guardians who wish to enroll a child with disability 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, individualized 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.
- 8.2 The process for enrolling students with disability is otherwise the same as for enrolling any student.
- 8.3 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.

Monitoring of Student progress

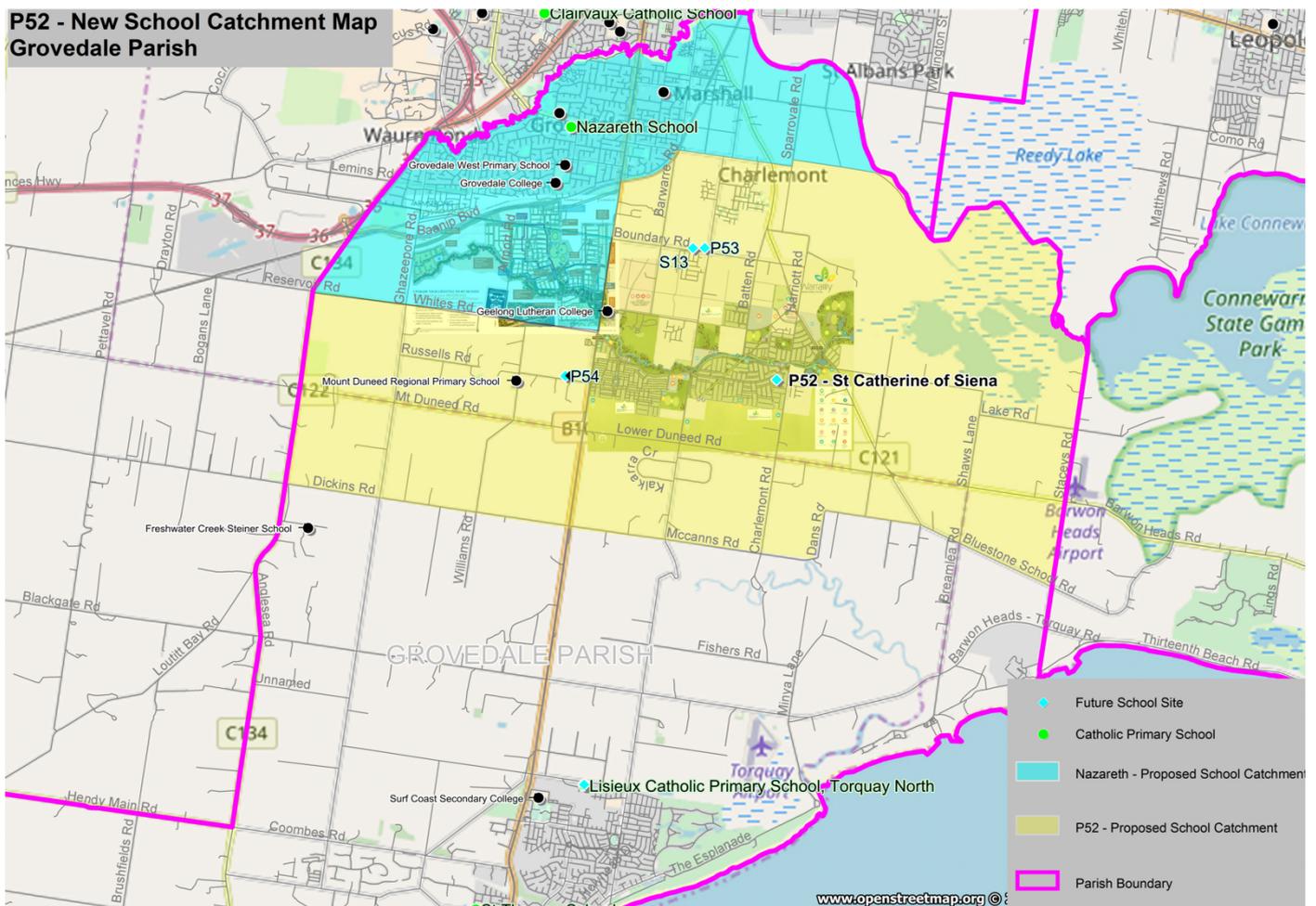
9.1 Various opportunities are provided during the year to let you know your child's progress. You will receive two comprehensive written reports each year, and arrangements will be made for two interviews where you can discuss your child's progress with the teacher. In addition, you can always contact the school to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

Privacy Policy

10.1 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.



School Enrolment Catchment Map



Drafted: 2019

Review: 2023

Related Policies:

- Parent Code of Conduct
- Student Code of Conduct
- Application for Enrolment
- Enrolment Agreement
- Internet Use
- Privacy Policy
- Consistent with Catholic Education Melbourne Enrolment policy

**St Catherine of Siena Catholic Primary School Community
promotes the
safety, wellbeing and inclusion of all children**