



St Paul the Apostle

CATHOLIC PRIMARY SCHOOL, DOREEN

ENROLMENT POLICY

At St Paul the Apostle Catholic Primary School, Doreen, we believe:

In building relationships based upon mutual respect, trust and care in an environment of justice, equality, compassion and hope.

Commitment to Child Safety

All students enrolled, and any child visiting, have the right to feel safe and be safe in all school environments and outside of school hours. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

Rationale

The Catholic Church establishes schools because it *'has in a special way the duty and right of educating, for it has a divine mission of helping all to arrive at the fullness of Christian life.'* (Can.794 §1)

St Paul the Apostle School aims to provide Catholic schooling to all those seeking Catholic education for their children and who are willing to support the values and purposes of Catholic education.

'The Catholic School has an ecclesial identity, because it is part of the evangelising mission of the Church. Yet a distinguishing feature of Catholic education is that it is open to all, especially to the poor and weakest in society.' (Ecclesia in Oceania 2001 n33)

St Paul the Apostle School *'participates in the evangelising mission of the Church and is the privileged environment in which Christian education is carried out. In this way Catholic schools are at once places of evangelisation, of complete formation, of inculturation, of apprenticeship in the lively dialogue between young people of different religions and social backgrounds. The ecclesial nature of the Catholic school, therefore, is written in the very heart of its identity as 'a teaching institution.'* (The Catholic School on the Threshold of the Third Millennium 1997 n19)

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 first priority of a Catholic school is the provision of a Catholic education for Catholic children.

Aim

It is our goal to ensure that those families who desire a Catholic education are supported to achieve this desire. It is also our aim that students, teachers and family members who join our community value our educational aims, which have been developed and lived in the Gospel spirit of freedom and love.

To ensure that there is access to Catholic Education to all families, contribution from parents for the maintenance of our Catholic School should be at a level that enables parents to exercise their choice of schooling without undue financial hardship. Our Enrolment Policy also provides for the inclusion of those applicants who are not Catholic, but who desire for their children to be educated in a Christian environment and who willingly recognise, accept and value the Catholic nature of our School. Such enrolments must not cause the exclusion of a Catholic applicant and must be kept within the CECV Guidelines in order to maintain the Catholic nature of the School.

It is important that applicants understand that acceptance into St Paul the Apostle School does not give them automatic right of admission into a Catholic Secondary School) CEM policy 2.)

Principles

1. St Paul the Apostle School is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.
2. St Paul the Apostle School has a particular responsibility to provide education for children baptised in the Catholic faith.
3. St Paul the Apostle School has a particular responsibility to welcome, accept and support those in most need.
4. St Paul the Apostle School is committed to an enrolment policy and practices that are inclusive rather than exclusive.
5. St Paul the Apostle School strives to ensure that the enrolment process is a welcoming reflection of the teachings and values of the Church.
6. St Paul the Apostle School seeks to actively engage families and carers as partners in their child's education process and the life of the school in an atmosphere of co-responsibility and co-accountability.
7. St Paul the Apostle community members respect the traditions of other faiths.

Implementation

This policy will be implemented in a manner consistent with the Enrolment of School in the Archdiocese of Melbourne (Policy 2.4).

We are committed to implementing an efficient process of enrolment which complies with Catholic Education Policies and Government (VRQA) legislation.

1. The normal expectation is that students seeking enrolment at St Paul the Apostle School will reside in the Christ the Light Parish.
2. Students may be accepted for enrolment from outside the parish area if there are demonstrable circumstances which significantly disadvantage the student and/or family should the enrolment not occur.
3. All enrolments will require the completion of the St Paul the Apostle School Enrolment Form with details entered on to the school's administration student database.

4. Students enrolling at the school will be required to provide proof of age (Birth Certificate), Immunisation Certificate, a Baptism Certificate (if applicable) and an Australian Visa (if applicable). Students must be 5 years of age on or before April 30th in the year they start school.
5. A family's capacity to pay all or part of the school's fees will not be a criterion for enrolment. Families that have a Health Care Card or Pension Card may be eligible for the CSEF – Camps, Sport & Excursion Fund from the Commonwealth Government. Applications will be made available to these families which will entitle them to fee relief.
6. Relevant for enrolments, it is unlawful for an educational authority to discriminate against a person on the ground of the person's disability, or a disability of any of the other person's associates, by refusing or failing to accept the person's application for admission as a student; or in the terms and conditions on which it is prepared to admit the person as a student. However, it is not unlawful to refuse or fail to accept a person's application for admission as a student in an educational institution where the person, if admitted as a student by the educational authority, would require services or facilities that are not required by students who do not have a disability and the provision of which would impose unjustifiable hardship on the educational authority.

Section 5.2 of the Disability Standards for Education 2015

7. When enrolling students whose previous school was interstate, the school must use the protocols on Interstate Student Data Transfer Notes as it is a mandatory requirement of the Australian Government.
8. Full fee paying overseas students may only be enrolled in Catholic Primary and Secondary school of the Diocese after the needs of 'local' student who are eligible for enrolment have been met.
9. Where necessary, local pastoral discretion will be exercised by the Principal in consultation with the Parish Priest. Examples of circumstances that may require flexibility include: family breakdown, family mobility, parent(s) or guardian(s) not in a position to fully support the education of their children, students in 'out of home care', children experiencing serious educational disadvantage, Aboriginal or Torres Strait Islander background, refugee status, late applications as a result of special circumstances.
10. A Confirmation of Acceptance of Prep placement will be sent to families by the end of second term in the year before the child starts school.

St Paul the Apostle School, Doreen, Enrolment Criteria (in order of preference)

1. Priority is given to baptized Catholic children from within the Doreen Catchment area of our Parish boundaries.
2. Children from Catholic families from within the Doreen catchment area of our Parish boundaries.
3. Children transferring from another Catholic school.
4. Catholic children from outside our Doreen catchment but within our parish (in rare circumstances as determined by our Parish Priest). However, it remains our policy that families should enroll in their local Catholic school and families should visit their local school first to experience what our sister schools have to offer.

5. Children who, with their parents, respect and agree to support the Catholic mission of the school including the religious education it offers for their children.
6. Children from other Christian faiths as determined by our Parish Priest and if places are available.
7. Children from non-Christian faiths as determined by our Parish Priest and if places are available.
8. Marymede Catholic Co-educational College South Morang is our major feeder school for secondary education.

Review of Enrolment Policy and Procedures

This policy will be reviewed as part of the school's review cycle.

This policy was initially ratified in March 2016.

Principal:

Signature:

Date:

This policy is to be reviewed in February 2019.