



***Saint Monica's Primary School
Kangaroo Flat***

Enrolment Policy

Vision Statement

At Saint Monica's Kangaroo Flat we believe every person is valued and respected, with individuality promoted and celebrated within a positive, enriching environment.

Child Safe Statement

Saint Monica's will provide a child safe environment where all children have the right to be treated with respect and will be protected from harm.

Relevant Mission Statement:

At Saint Monica's Kangaroo Flat we believe in supporting individual learning and providing opportunities for individuals to reach their full potential.

Policy Statements:

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' (Can 794#1)

Saint Monica's Parish Primary School celebrates and teaches the Christian traditions of the Catholic faith. Catholic Christian values are inculcated across all areas of curriculum delivery and action. It 'participates in the evangelising mission of the Church and is the privileged environment in which Christian 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 a 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)

1. Aims

Saint Monica's School:

- Strives to be authentically Catholic and faithful to the Church, its traditions and its teachings.
- Expects that those who choose a catholic school do so on the understanding that they respect and agree to support the Catholic Identity of the school and acknowledge the importance of religious education for their children.
- Is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.
- Has a responsibility to welcome, accept and support those who are poor, marginalised and in most need.
- Seeks to include rather than exclude.
- Will try to ensure that the enrolment process is a welcome manifestation of the teachings and values of the Church.
- Is governed by its Canonical Administrator, the Parish Priest, in collaboration with School leadership and the School Board. The Governance body is the responsible authority for our school.
- Will as far as possible, provide facilities for potential enrolments in conjunction with the Governance body and the Diocese.
- Will comply with any State or federal laws, Catholic Education Commission or Diocesan Policies and Guidelines in relation to enrolment.
- Recognises its responsibility to provide access to children baptised in the catholic faith.
- Will respect the traditions of other faiths.
- Will respect the responsibility – Principal, Canonical Administrator, School Board and Staff, for ensuring, that the authentic vision of Catholic education in the community remains the guiding principle of the enrolment policy.

2. Policy

Saint Monica's School is open to all who seek a Catholic Education for their children and who are willing to support the values and purposes of Catholic Education.

No student will be refused enrolment because of a family's incapacity to pay all or part of the school fees.

Academic, intellectual or physical capacity criteria should not be used as part of the enrolment decision-making process.

The enrolment of students with special needs should be considered in the light of the relevant laws, and the policies, guidelines and protocols of the Catholic Education Commission of Victoria and the Sandhurst School Education Board.

Measures which are deemed to measure the degree of faith commitment of the parents will not be used as criteria for enrolling a Catholic student in a Catholic school.

The enrolment of a student will include continuity of enrolment for all year levels provided by the school. However, school authorities have the decision to discontinue the enrolment in accordance with Diocesan or school policies dealing with such matters.

For Pastoral Care considerations and compassion, the school may give special consideration to individual needs and situations such as:

- Family breakdown.
- Family mobility.
- Parents/guardians unable to make a commitment.
- Late applications in extenuating circumstances.
- Students experiencing serious educational disadvantage.
- Aboriginal or Torres Strait Islander.
- Refugee status.

The enrolment of students will be considered in light of class size parameters as set out in the current Industrial Award and Agreements.

Acceptance of full fee paying overseas students for enrolment may be accommodated if places are available.

3. Enrolment

Within the context of 'Principles' and 'Policy' (above) the following criteria will guide the prioritizing of enrolments.

- All children must turn five on or before April 30 in the year they commence.
- Children baptized in the Catholic faith who are members of Parish communities.
- Siblings of children baptized in the Catholic faith already enrolled.
- Siblings of other children already enrolled.
- Children of other Christian Churches who, with their parents, respect and agree to support the Catholic mission of the School as above.
- Children of other faiths who, with their parents, respect and agree to support the Catholic mission of the school as above.

4. Implementation

Expressions of interest will be called for early Term 2.

Parents and children will be interviewed by the principal or Principal's nominee prior to the acceptance of the enrolment application. Copies of the applicant's Baptismal Certificate, if applicable and School Entry Immunisation certificate will need to be obtained.

Successful applicants will be notified early Term 3.

Prospective students will be invited to participate in various orientation activities in Term 4.

Prospective students with disabilities will be treated in accordance with the Standards for Enrolment Section 4 Disability Standards for Education 2005..

Enrolments will be considered throughout the year. Students need to provide;

- Transfer note from former school.
- Copy of School Entry Immunisation Certificate.
- Copy of Baptismal Certificate if applicable.
- Copy of Birth Certificate

5. Appeal Process

Any appeal against a decision to refuse enrolment shall be made to a School Appeal Committee established in the school community to consider such appeals. Membership will comprise the principal, a member of the school's governance body and a Parish Priest/Canonical Administrator (or representative) from the designated region that the school serves.

If an appeal is refused by the School Appeal Committee, a further and final appeal may be made to the SSEB Enrolment Appeal Committee.

An appeal will only be considered where there is evidence of a diversion from the enrolment process contained within the SSEB Enrolment Policy and Guidelines.

The SSEB Enrolment Appeal Committee will be chaired by the Director of Catholic Education (or representative). Other members will include a Parish Priest and a Principal member of the SSEB, both of whom will come from areas outside the parish or designated region that are the subject of the appeal.

The SSEB Enrolment Appeal Committee will give due consideration to the basis for the appeal and to the decision of the School Appeal Committee.

Evaluation:

This policy will be reviewed as part of the school's three-year review.

We will monitor the implementation of this policy by;

- Re-reading annually

Created 2015
Ratified by School Board – Feb 2017
Next Review 2019