



## ST MARY'S PARISH PRIMARY SCHOOL ENROLMENT POLICY

### RATIONALE:

We believe that Catholic children have the right to an education in a Catholic School and that the Catholic School is the most appropriate means of ensuring the overall education of Catholic children. Therefore, at St Mary's Parish Primary School the Mission and Vision Statements and policies of the school will always consider the education of the whole child and enrolments will be based on these understandings.

### SCRIPTURAL CONTEXT:

*Ask and it will be given to you; seek and you will find;  
knock and the door will be opened to you.  
(Matthew 7:7)*

### POLICY STATEMENT:

Children living in the community of St. Mary's Parish have the right to a place in St Mary's Parish Primary School. The school will support the parents of these children in their choice of a Catholic Education. The parents, in their turn, have the responsibility to support the school in all aspects of its work to provide the best education possible according to Catholic tradition and in compliance with relevant Victorian and Australian Government Legislation. This Enrolment Policy aims to provide clear and consistent guidelines for the enrolment of students into St Mary's Parish Primary School and is in line with Ballarat Diocesan School Advisory Council Enrolment Policy.

### PRINCIPLES:

- As a Catholic school, St Mary's Parish Primary School has a particular responsibility to provide access to children baptised in the Catholic faith.
- St Mary's Parish Primary School is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling. While there is an invitation to all, the practicalities of being able to accommodate enrolments beyond current physical facilities may be limited by available resources.
- Students other than Catholics will be considered for enrolment provided this does not result in the exclusion of Catholic students (see enrolment criteria).
- St Mary's Parish Primary School actively seeks to 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.
- All parents will be required to give an understanding that they will respect the life, nature and identity of the school.
- All students will be expected to participate fully in all aspects of school life including participation in the religious activities of the school.
- St Mary's Parish Primary is an inclusive and therefore welcoming school that accepts and supports those most in need.

- St Mary's Parish Primary School will provide Catholic education that is in accordance with diocesan, state and commonwealth educational policies and standards.

## **ENROLMENT SELECTION CRITERIA**

### **Starting School: *Foundation***

By law, children must have turned five by the **April 30** of their first year of school.

Every effort will be made to provide a Foundation enrolment position for the following children in order of priority:

1. *Children from existing families*
2. *Baptised children of Catholic families*
3. *Other Christian children*
4. *Other non-Christian children*

### **Other Year Levels**

- Children in other year levels who are transferring from another school will be subject to the same criteria as Foundation students, dependent on a position being available.

## **ENROLMENT PROCEDURES**

- Each Catholic school is responsible for its own enrolment policy and procedures. Enrolment at a Catholic primary school does not guarantee enrolment at a Catholic secondary school.
- The Principal will consult with the governing authority on all matters pertaining to enrolment.
- Annual enrolments dates, forms and procedures for Foundation students and other year levels will be available on the school website and advertised in school and parish newsletters and community news.
- A timeline will be available indicating when enrolments forms must be lodged, interview dates, notification of enrolment outcome and acceptance date. This will be provided on school website and updated annually.
- The school will provide parents with the fees policy and procedures at the time of the enrolment enquiry (see Fees and levies).
- The Principal on behalf of the governing authority will interview all parents and the child/children they wish to enrol at St Mary's Parish Primary School.
- Students enrolling in St Mary's Parish Primary school are enrolled under the proviso that all students participate in the religious activities of the school.
- Parents wishing to transfer their child from another school will be required to complete an enrolment application form available from the school office.
- When enrolling students whose previous school was interstate, St Mary's Parish Primary School will use the protocols of the Interstate Student Data Transfer Note (ISDTN).
- St Mary's Parish Primary school welcomes parents who wish to enrol a child with additional learning needs. The process for enrolling students with special needs or with a disability is the same as that for enrolling any student in accordance with the Enrolment Process

<sup>1</sup> See Appendix 1

Flowchart. St Mary's will comply with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning.

- During the process of enrolment, the particular learning needs of the student will be discussed. Parents have a responsibility to disclose all factors and relevant reports that impact on their child's learning needs and potential resource requirements.
- All prospective enrolments will require relevant documentation with their enrolment form including birth and baptism certificates, an Immunisation History Statement from the Australian Immunisation Register (primary schools), visa (if relevant) and parenting orders (if relevant). Failure to provide a History Statement from the Australian Immunisation Register will result in an enrolment being refused.
- All information gathered will be maintained according to the Privacy Act 2000.
- A Register of Enrolments containing all necessary information will be maintained at the school.
- Any concerns about the implementation of the enrolment policy at St Mary's Parish Primary School may be referred to the Catholic Education Office Ballarat for advice.

### **FEES AND LEVIES**

- St Mary's Parish Primary School Advisory Council recommends to the governing authority the fees and levies. While it is important that parents appreciate their responsibility to pay, no child will be excluded from the school or school activities because of non-payment of such fees and levies.
- The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning.
- If a family is experiencing difficulty in meeting the required fee payment, it is the responsibility of the parent/s to contact the school as soon as the issue arises.
- Families may also be able to access the *Family Fee Assistance Scheme*.
- Additional fees for optional extra-curricular/special educational experiences such as private music must be paid. In some cases, an outside provider will bill the family directly.
- School fees and levy structure will be contained in the enrolment package.

### **APPEALING AN ENROLMENT DECISION**

- An appeal of the enrolment decision can be made where a family believes that a breach of the school enrolment policy or a breach of the relevant legislation has occurred.
- An appeal is made to: **Director of Catholic Education, PO Box 576, Ballarat Vic. 3350** or **director@ceoballarat.catholic.edu.au** or phone **03 5337 7135**.
- The Director of Catholic Education will investigate the matter, consider if a breach has occurred and make a recommendation to the Principal if this is the case.

### **COMMUNICATION**

The policy will be available on the school website with accompanying enrolment forms and timelines for the enrolment process.

<sup>1</sup> See Appendix 1

**REFLECTIVE MATERIALS:**

BDSAC Ballarat Diocesan Enrolment Policy 2015

Relevant State and Commonwealth Legislation<sup>1</sup>

<b>Reviewed:</b>	August 2018
<b>Ratified:</b>	September 2021

<sup>1</sup> See Appendix 1

## APPENDIX 1

### Relevant legislation to be considered when enrolling students in Catholic Schools

#### **THE VICTORIAN EDUCATION AND TRAINING REFORM REGULATIONS 2007:**

The regulations impose a requirement on a registered school to have a clearly defined enrolment policy that complies with all applicable State and Commonwealth laws. Referred therein is the main legislation affecting school enrolments. Each school must be familiar with the relevant provisions of this legislation and, if appropriate prepare policies for administration and enforcement of relevant procedures.

#### **EQUAL OPPORTUNITY ACT 1996 (VIC):**

This legislation prohibits discrimination by an educational authority against a person in deciding who should be admitted as a student, in the terms on which the authority admits a person as a student, or by refusing or failing to accept the person's application for administration as a student. However, an exception is provided for an educational authority that operates an educational institution wholly or mainly for students of a particular sex, religious belief, age or age group, such that it may exclude from that institution people who are not of the particular sex, religious belief, age or age group. All other discrimination in enrolment of students is prohibited.

#### **DISABILITY DISCRIMINATION ACT 1992 (CWLTH):**

Under this federal legislation, discrimination based on disability is unlawful. It applies to school authorities and their employees. The definition of disability is broad and includes physical, intellectual, psychiatric, sensory, neurological or learning disability, physical disfigurement, and the presence in the body of a disease-causing organism.

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.

#### **PRIVACY AMENDMENT (PRIVATE SECTOR) ACT 2000 (CWLTH):**

This legislation governs how schools must handle personal information collected as part of the enrolment process. Schools will have adopted a Privacy Policy to reflect their acts and practice in management of personal information in compliance with the legislation. Schools should also determine what is the necessary information for collection, provide information about collection and, where necessary, obtain consents to the collection, use and disclosure of that information. For these purposes, schools should include in enrolment forms an information collection notice, which should also be contained in the school's Privacy Policy and where applicable should be located on the school's website.

<sup>1</sup> See Appendix 1

**ENROLMENT OF STUDENTS WITH ADDITIONAL LEARNING NEEDS:**

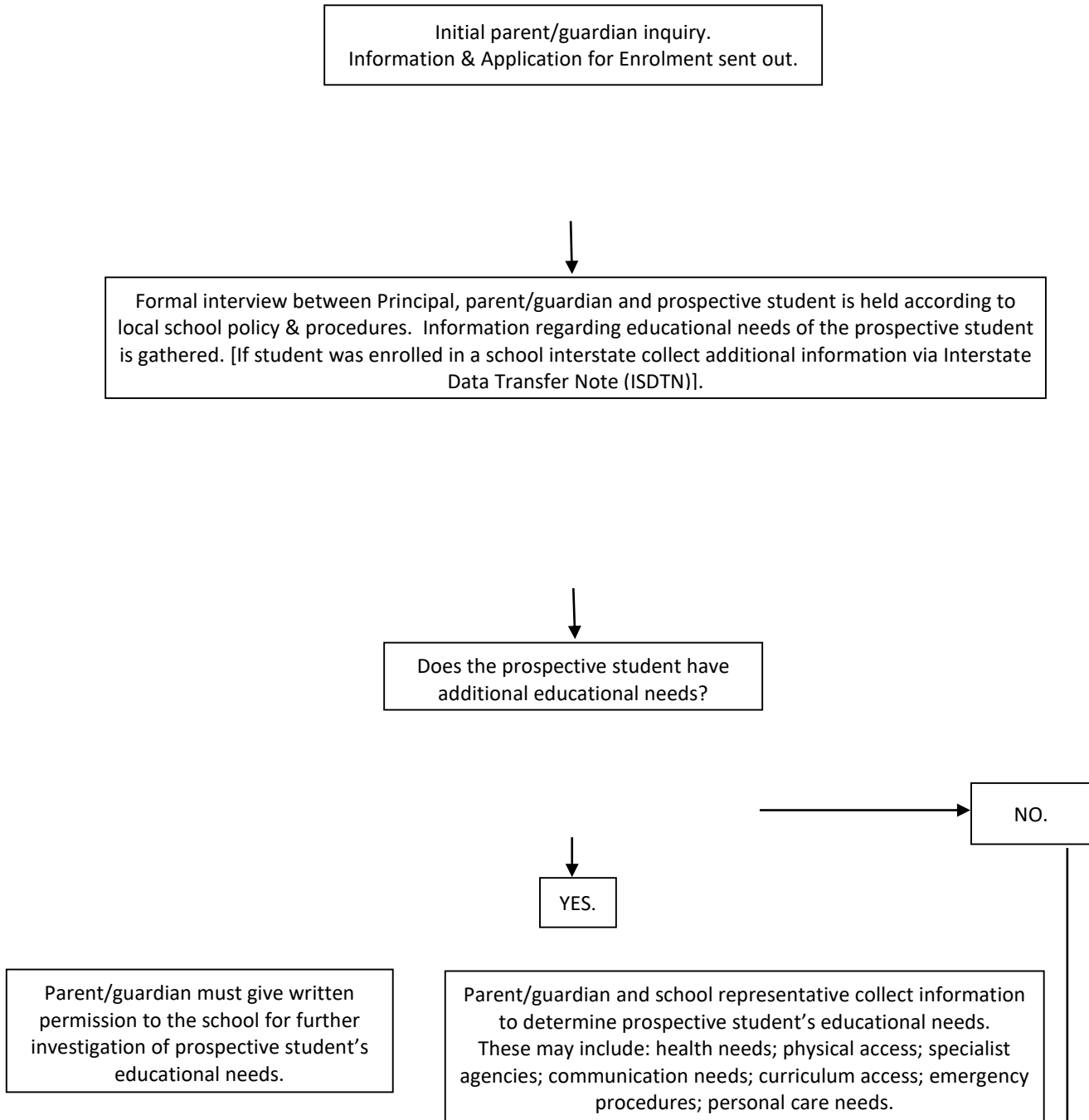
Catholic schools are expected to welcome parents who wish to enrol a child with additional learning needs and do everything possible to accommodate the child's needs. The process for enrolling students with special needs should be the same as that for enrolling any student, and should conform to the Enrolment Process. Primary and secondary schools should collaborate to ensure coordination and consistency of policy and processes. Schools are required to comply with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning needs in a Catholic school.

<sup>1</sup> See Appendix 1

## APPENDIX 2

### School Enrolment Procedures in the Diocese of Ballarat

To ensure consistency and transparency in the enrolment of students in the schools of the Diocese of Ballarat, it is suggested that the following procedures for enrolment are implemented by all schools.



<sup>1</sup> See Appendix 1



Summary of information by school personnel.  
Consideration of how the school can best meet the needs of the prospective student.



Principal meets with the parent/guardian and other appropriate and relevant professionals to discuss the educational program the school can offer to the prospective student.



Enrolment Decision.

Enrolment proceeds.  
Letter sent to parent/guardian accepting the enrolment.  
Parent complete, sign and return relevant forms.  
Normal school processes operate.

Enrolment does not proceed.  
This may occur because:  
Parents choose not to continue with the enrolment  
OR  
The school is unable to offer a place to the prospective student.



<sup>1</sup> See Appendix 1