ENROLMENT POLICY

OBJECTIVES

“This ... Policy establishes that the first priority of a Catholic School is the provision of a Catholic education for Catholic children. This reflects the historical context of Catholic education in Australia, as well as confirming the participation of the Catholic school in the Church’s mission. As a result, formation and education in a Catholic school must be based on the principles of Catholic doctrine.”

(Policy 2.4: Enrolment for Schools in the Archdiocese of Melbourne, CEOM, 2009)

Policy Statement

Application for Enrolment will be available for a family who seeks enrolment to St James the Apostle Primary School, St Francis of Assisi Primary School and St Clare’s Primary School providing the enrolment criteria is met and a place is available. All families must complete an Application for Enrolment and present for interview. Any Application for Enrolment must disclose information/provide reports relevant to any physical, educational, social and emotional condition that will enable us to assess our ability to resource the needs of your child/children. Failure to do so could jeopardise the placement of your child/children.

Acceptance will be determined by the Parish Priest and Principals of St James the Apostle, St Francis of Assisi and St Clare’s primary schools upon completion of the interview process.

Application for Enrolment will require acknowledgement of St James the Apostle, St Francis of Assisi and St Clare’s Primary School being Catholic Schools in which:

- prayer and liturgy are vital aspects of the religious life in the school;
- the pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church;
- the teachings and values of the Catholic Church are paramount.

Applications must commit to the following Parental Responsibilities:

1. Completing the school’s Application for Enrolment form and returning it by the due date. (This does not guarantee enrolment in the school).

2. Upon acceptance of my/our child/children at St James the Apostle, St Francis of Assisi or St Clare’s Primary School agree to abide by the Policies and Procedures of the school.
3. Support the school in the Catholic education of my/our child/children and involve myself/ourselves as much as possible.

4. Must recognise and be prepared to meet the financial responsibilities for the ongoing enrolment of my/our child/children, e.g. School Fees and Education Levies and Parish Thanksgiving. (Any difficulties in this regard should be discussed with the Principal).

5. Advise the Principal of any Court Order(s) that may exist in regard to my/our child/children, or any changes to such Court Order(s) and provide a copy of the Court Order(s) and any subsequent changes for my/our child/children’s school file.

6. Must supply to the school a copy of my/our child/children’s Birth and Baptism Certificates, as well as a Health Immunisation Certificate.

**Enrolment Criteria**

- The child needs to be baptised Catholic and have reached the required age.

- The child has attended a kindergarten, or other pre-school centre.

- The family are parishioners and/or live within the boundaries of St James the Apostle Parish.

- The family has existing children within St James the Apostle and St Francis of Assisi schools.

- The family values the Catholic faith education that we provide as part of the total education process.

- There is a sense of commitment to the parish community of St James through involvement at any level. As part of this commitment, all families enrolled at St James the Apostle, St Francis of Assisi and St Clare’s schools are required to contribute to Parish Thanksgiving.

- Families living outside the parish boundaries, who are involved with St James the Apostle parish community, will be considered:

  *Consideration as a parishioner will be determined by this criteria:*
  - Family living within the physical boundaries of the parish;
  - Family recorded on parish census and contributing to Parish Thanksgiving;
  - Family already participating in the life of the nominated parish.

  *Families seeking enrolment outside their parish boundaries must seek permission, in writing, from their Parish Priest.
  This request for consideration should address the criteria above.*

  The permission letter must accompany the Application for Enrolment.

- Catholic children from other parishes (for pastoral reasons) who have been granted permission to enrol, outside their parish, will be considered.
• 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:
  - The child is a baptised Catholic
  - The family lives within the boundaries of the Parish School where the
    enrolment is requested
  - There is a family connection to the school or parish and a commitment
to being involved and supporting the parish financially
  - 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
annual fee charged is $7,500.00 to be paid in full by the end of Term 3 ($2,500 on
enrolment, $2,500 before or at the beginning of each of the following two terms).
There is also an Education Levy that covers curriculum expenses and excursions
that must be paid in addition to the enrolment fee.

During Term four 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.

Policy Guidelines
For St James the Apostle and St Francis of Assisi schools, the Application for Enrolment
form is available from the respective Administration office. General enrolment information is
available on the school’s website, including a copy of the school's parent information booklet
that may be downloaded.
For enrolment at St Clare’s Primary School, the Application for Enrolment form is available
from St Francis of Assisi Primary School.

Once the Application for Enrolment form is completed, the family will be asked to attend an
enrolment interview that is held with the Principal, or Principal’s delegate. The family is
asked to bring a copy of the child’s Birth and Baptism Certificates to this interview.
Parents/guardians must also supply the school with a Health Immunisation Certificate. Also,
if enrolling for a year level, other than Prep, the family is asked to bring their child’s latest
school report.

The school’s enrolment policy is consistent with CEOM Enrolment Policy 2.4 recommendations.