



# St. Anne's

## Primary School

60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

### **POLICY: ENROLMENT**

#### **RATIONALE:**

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.

This policy supports the special relationship that continues to exist between the Catholic Church and the non-Catholic Eastern Churches.

CEOM Policy 2.4 Enrolment for Schools in the Archdiocese of Melbourne Jan 2009 Revised p 1

#### **AIM**

To implement an efficient process of enrolment that complies with Catholic Education policies and Government legislation

#### **IMPLEMENTATION**

1. This policy will be implemented in a manner consistent with the Catholic Education Office Melbourne (CEOM) Policy 2.4 *Enrolment for Schools in the Archdiocese of Melbourne 2009*.
2. All enrolments will require the completion of the St Anne's School Enrolment Form with details entered on to the school's administration student data base.
3. To inform parents about school programs and practices monthly tours of the school will be held. The tours will be approximately one hour. Tour dates will be listed on the school website.
4. Students enrolling at the school will be required to provide proof of age, a School Entry Immunisation Certificate, a Baptism Certificate and an Australian Visa (if applicable).
5. It is a legal requirement to provide a School Entry Immunisation Certificate when enrolling a child in primary school in Victoria.
6. It is necessary to obtain a copy of the student's Australian visa, as the category of visa a student is on has implications for the inclusion of the student on the School Census.
7. St Anne's School is not registered to enrol Full-Fee Paying Overseas Students (FFPOS).

### Prep Enrolments

1. School Tour. Parents intending to enrol their child at the school attend a School Tour.
- 2 Prep Enrolments. Children who turn 5 on or before 30th April are eligible to enrol. Prep enrolments are open at St Anne's Primary School, Park Orchards from the beginning of February until mid May in the year prior to commencing school.
3. Enrolment Form. All children seeking enrolment will receive an Enrolment Form once enrolments are open.

5. Places Offered. After consideration of the enrolment priorities (see Appendix) letters offering places will be posted on 31st May with confirmation of acceptance due within one week. Those children who were not offered a place will be placed on a Waiting List and parents advised.
6. Confirmation of Acceptance by parents. A confirmation of acceptance of prep placement is due by early June together with a non refundable Enrolment fee of \$200 to secure and hold the place. \$200 is subsequently deducted from the student's school fees.
7. Available Places Offered. After mid June, if places are available, they will be offered to children on the Waiting List, taking into consideration the Enrolment Priorities (see Appendix). Confirmation of acceptance will be required within one week.
8. Enrolment Forms are available from the School Office. Forms will be posted out if required.
9. Applications received after places have been finalized and the closing date has passed may not be offered a place unless there are positions available.

### Enrolments other than Prep Intake

10. Enquiries from interested parents are welcome during the school year by contacting the school office.

### All Enrolments

11. After consideration of class sizes, pending enrolments and enrolment priorities (see Appendix) places will be offered at the principal's discretion.

### Evaluation

Evaluation of the Enrolment Policy will take place every four years or when necessary.

This policy was reviewed in 2013

The next review will be in 2017

### Reference:

1. Catholic Education Office Melbourne (CEOM) Policy 2.4 Enrolment for Schools in the Archdiocese of Melbourne 2009
2. School Entry Immunisation Certificate  
[http://hnb.dhs.vic.gov.au/dsonline/dsarticles.nsf/pages/School\\_Entry\\_Immunisation\\_Certificate?OpenDocument](http://hnb.dhs.vic.gov.au/dsonline/dsarticles.nsf/pages/School_Entry_Immunisation_Certificate?OpenDocument)

## **APPENDIX**

### *Enrolment Priorities*

The following list provides an agreed order of priority for enrolment in Catholic primary schools in the Archdiocese. The order of priority is:

1. Catholic children who are residents of the parish.
2. Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest.
3. Catholic children from other parishes (for pastoral reasons).
4. Children from non-Catholic Eastern churches who reside in the parish.
5. Children from non-Catholic Eastern churches who reside outside the parish.
6. Other Christian children who reside in the parish.
7. Other Christian children who reside outside the parish.
8. Non-Christian children who reside in the parish.
9. Non-Christian children who reside outside the parish.

NB. Siblings of children already enrolled in the school will be given priority.