



ST MARY'S SCHOOL MANSFIELD ENROLMENT POLICY

St. Mary's Primary School Mansfield

Enrolment Policy

“TO LIVE, TO LOVE, TO GROW IN CHRIST”

The approach to taking enrolments at St. Mary's School is guided by the Enrolment Policy Statement of the Archdiocese of Melbourne as recorded in the Education Policy Manual of the Catholic Education Commission of Victoria.

Rationale:

Catholic education is based on an educational philosophy in which faith, culture and life are brought into harmony. The Catholic School has the freedom to proclaim the Gospel and to offer a formation based on the values to be found in Christian education. Achieving the educational aims of the school should be an equal priority for teachers, students and families alike, each according to their role.

Introduction:

St. Mary's is a Catholic Primary School. It has been established and maintained to provide a Catholic tradition for the Catholic families in the Parish, who choose to send their children to the school. With this in mind, parents must be made aware of the possible conflicts that may arise from presenting their children for a Catholic education, and this education not being supported at home. The school operates and delivers the curriculum in accordance with the Victorian Curriculum.

1. Preamble

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. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership with the school by supporting the school in furthering the spiritual and academic life of their children.

2. Enrolment

- I.** You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school.
- II.** To meet school and government requirements, you will need to provide the school with a completed and signed enrolment form. (Please refer to 12.6 for Immunisation requirements)
- III.** After lodgement of this form, school staff may need to request further information from you, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any special needs your child may have. An interpreter may be organised, if you require it.
- IV.** Subject to any special exercise of discretion by the Parish Priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic primary schools. The order of priority is:
 - a)** Catholic children from existing families who reside in the parish;
 - b)** Catholic children from new families who reside in the parish;
 - c)** Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest;
 - d)** Catholic children from other parishes with a letter of endorsement from the Parish Priest of that Parish or for pastoral reasons;
 - e)** Children from non-Catholic families who have siblings enrolled in the school;
 - f)** Children from non-Catholic Eastern churches who reside in the parish;
 - g)** Children from non-Catholic Eastern churches who reside outside the parish;
 - h)** Other Christian children who reside in the parish;
 - i)** Other Christian children who reside outside the parish;
 - j)** Non-Christian children who reside in the parish;
 - k)** Non-Christian children who reside outside the parish.
- V.** Where the number of Catholics enrolments exceeds the school's enrolment quota, the following additional criteria may be applied: -
 - a)** Catholic families who demonstrate a belonging to the parish community: e.g.: Mass attendance, contribution to thanksgiving envelopes, involvement with affiliated parish groups, etc.;
 - b)** Date and place of child's baptism;
 - c)** Parents who were past pupils of the school;
 - d)** Parents who celebrated the Sacrament of Marriage in a Catholic church;
 - e)** Schools attended by parents and where applicable other siblings;
 - f)** Religious denomination of both parents;
 - g)** Parents who demonstrate historical links to the parish community;
 - h)** Commitment to paying school fees within capacity;
 - i)** At the discretion of the Principal or Parish Priest.

- VI. Where existing families have moved residence outside of the parish between original enrolment and sibling enrolment, priority will be given to new Catholic families residing in the parish, unless the family can demonstrate that they have maintained their belonging and commitment to the parish.
- VII. Enrolment of Catholic students at a Catholic primary school does not guarantee a place at a Catholic secondary school.
- VIII. Enrolment of non-Catholic students at St Mary's Catholic Primary School does not guarantee a place for siblings to be enrolled in the school.
- IX. Enrolment of non-Catholic students at a Catholic primary school does not guarantee a place at a Catholic secondary school.

3. School Fees and Levies: (Please refer to appendix 1)

- I. The setting of fee levels and other compulsory charges in Catholic primary schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Principal of the school.
- II. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

4. Enrolment under minimum school entry age:

- I. The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. The school will make an assessment of a child's readiness for school when considering the enrolment of a child under the minimum age, but in principle the school does not support it.
- II. In the rare situations where:
 - a) A parent/guardian seeks enrolment of a child under the minimum starting age; and
 - b) The Principal supports the enrolment of that child at the school if approval were granted, by the Director of Catholic Education. This approval is required before enrolment under the minimum starting age can occur.
 - c) Approval for early age enrolment will only be granted in exceptional circumstances.

5. Terms of enrolment regarding acceptable behaviour:

- I. Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- II. Every person at the school has a right to feel safe, to be happy and to learn, therefore we aim:
 - a) To promote the values of honesty, fairness and respect for others;
 - b) To acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
 - c) To maintain good order and harmony;
 - d) To affirm cooperation as well as responsible independence in learning; and
 - e) To foster self-discipline and to develop responsibility for one's own behaviour.
- III. The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and the school's Code of Conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.
- IV. Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

6. Terms of enrolment regarding conformity with principles of the Catholic faith:

- I. As a provider of Catholic education, the school Principal will take into account the need for the school community to represent and conform with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Pupils and families who are members of other faiths are warmly welcomed at our school. However, the school reserves its right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

7. Terms of enrolment regarding provision of accurate information:

- I. It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon his or her physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.

- II. Parents and guardians must provide accurate information when completing an enrolment form and must supply the school prior to enrolment any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- III. Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.
- IV. The provision of an inaccurate residential address, or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

8. Enrolment for children with special needs:

- I. The school welcomes parents/guardians who wish to enrol a child with special needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:
 - a) The nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma);
 - b) The nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals; specific welfare support; modifications to the classroom environment or curriculum, aide assistance, individualised educational programs, behaviour support plans or other educational interventions as may be relevant);
 - c) The individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals; and
 - d) Any limitations on the school's ability to provide the additional assistance requested.
- II. The process for enrolling students with special needs is otherwise the same as for enrolling any student.
- III. As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess:
 - a) Whether the additional assistance remains necessary and/or appropriate to the child's needs;
 - b) Whether the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals; and

- c) Whether it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

9. Assessment and updates:

- I. Various opportunities are provided during the year to let you know your child's progress. You will receive two comprehensive written reports each year, and arrangements will be made for at least one interview where you can discuss your child's progress with the teacher. In addition, you can always contact the school to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

10. Privacy – Release of Information:

- I. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School and the Catholic Education Commission of Victoria (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.
- II. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- III. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
- IV. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
- V. The School may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
 - a) School service providers such as the Catholic Education Commission of Victoria, Catholic Education Offices, parish, school governing bodies and other dioceses;
 - b) Third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network system;
 - c) Another school to facilitate the transfer of a student;
 - d) Government department;
 - e) Medical practitioners, and people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors;
 - f) Anyone you authorise the School to disclose information to; and
 - g) Anyone to whom we are required or authorised to disclose the information to by law.
- VI. The School also uses 'Google Apps for Education'. Through the use of these services, personal information of pupils, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country Google uses to provide these services. School personnel responsible for the School system and the Catholic Education Commission of Victoria and their service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and ensuring its proper use. You acknowledge that you

are aware that the overseas recipient may not be bound by laws which provide the same level of protection for personal information provided by the Australian Privacy Principles and agree the School will not be responsible for any breach of privacy by the overseas recipient.

- VII.** Personal information collected from students is regularly disclosed to their parents or guardians.
- VIII.** Where personal and sensitive information is retained by the Catholic Education Commission of Victoria by a cloud service provider for educational and administrative purposes, this information will not be stored outside of Australia. This includes the Integrated Catholic Online Network system.
- IX.** The School's Privacy Policy is accessible via the school website, newsletter, handbook or from the school office. The policy sets out how parents, guardians or students may seek access to personal information collected about them. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
- X.** The School's Privacy Policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled.
- XI.** The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- XII.** On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain separate permissions from the student's parent or guardian prior to publication if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.
- XIII.** We may include students' and parents' contact details in a class list and School directory.
- XIV.** If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.

11. Enrolment Procedure:

- I. Enrolments are advertised through the school newsletter, parish bulletin, and on kindergarten and childcare centre notice boards.
- II. Enrolment applications for the following year open on the first day of March for a period of 12 weeks.
- III. New families will be interviewed by the Principal and when available the Parish Priest. Existing families will be given the opportunity of an interview with the Principal, after applications close.
- IV. Following interviews, first round offers of a place will be sent out during Term 2.
- V. Acceptance of offers must be returned within 10 days.
- VI. Families not successful will be sent a letter of non-acceptance and where relevant an offer to be placed on a waiting list pending enrolment vacancies.
- VII. Record all enquiries on the Enquiry form and file them in the Enrolment Folders.
- VIII. Immediate start – act on all enquiries that are for an immediate start (i.e. a mid-year enrolment from another school).
- IX. For next year – collate, sort and prepare the enquiries for the interview process.
- X. Change of surname from original birth certificate will only be accepted when appropriate legal documents are provided to the school.

12. Support Documentation Required with your Enrolment Form:

- a) Birth, Baptism and Sacramental Certificates. (Eucharist, Reconciliation, Confirmation)
- b) School Entry Health Immunisation Certificate.
- c) Previous School Report. (If Applicable)
- d) School Transition Report. (from Pre-School/Kindergarten)
- e) Transfer Note from previous School. (If Applicable)
- f) Court Intervention Orders. (If Applicable)
- g) Passport Details and Entry Date. (If born overseas)
- h) Asthma/Anaphylaxis Management Plans. (If Applicable)
- i) Catholic families seeking to enrol children from other parishes must present a letter of endorsement from their residential Parish Priest with their enrolment application.
- j) Non-Catholic families must include a letter with their application stating the reasons why they wish to enrol their child in a Catholic school.
- k) A Working with Children Check is required for active parent participation in the school.

13. Prep Information Evening:

- a) Will be held in October each year.
- b) The presentation of a school handbook and information pack to the parents.
- c) Discussion on what the school does and does not offer regarding curriculum, programs, staffing etc.
- d) School expectations regarding uniform, school rules, behaviour at school etc.
- e) The Catholic nature of the school – the R.E. program, the attention the liturgical calendar etc.
- f) Explanation of the transition process.
- g) Opportunity provided to select a pre testing/observation session for your child.

14. Guidelines Non Prep. Intake Enrolments:

- I.** Preference is given to Catholic families who express a willingness to participate in their role in religious education and support.
- II.** Consideration must be given to the reason for application for enrolments. This is particularly so in local transfers and contact with previous schools is encouraged.
- III.** Does the Grade level/s sought, fit the physical constraints of the school, and the suitability of the children, both in the short and long term?
- IV.** In the case of an application for a non-Catholic enrolment, the circumstances and commitments of the family and the benefits of a Catholic education must be considered. In times of high enrolment, all aspects of this type of enrolment must be considered carefully.
- V.** The School implements the following criteria for enrolment: Enrolment of Catholic families first, enrolment of siblings from existing families and then Non Catholic families.
- VI.** Enrolment procedures are formulated in reference to CEM Policy 'Enrolment for Schools in the Archdiocese of Melbourne'.

Evaluation:

This policy will be reviewed in accordance with the St Mary's School Policy timeline.