



St Francis de Sales Catholic Primary School  
Bloom where you are planted

## Enrolment policy

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### Authority

Authorisation: Mr John Rudd, Principal, Father Thien Vo Parish Administrator and Members of the School Advisory Board

Date of ratification: 2017

Date of next review: Every 2 years or as determined by the Board.

Policies are reviewed regularly and may be subject to change at the school's discretion.

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### When does this policy apply?

The St Francis de Sales Enrolment Policy is designed to provide guidelines and processes to enable the enrolment of children at the School.

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### Who does this policy apply to?

To provide an efficient process of enrolment that satisfies the needs of both students and the school.

We believe that parents are the first educators of their children and have the obligation and the right to ensure an adequate education for their children. This should be consistent with their rights and obligations and with their beliefs and values.

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# Enrolment Policy

## **St Francis de Sales Catholic Primary School Commitment Statement to Child Safety A safe and nurturing culture for all children and young people at our Catholic school**

The moral focus embedded in Catholic school culture, to uphold the dignity of each person and to strive for the full flourishing of each student, obliges Catholic schools to establish and continually improve the culture of child safety throughout all levels of the organisation. Preventing child abuse and responding appropriately to allegations and concerns needs to be embedded in the everyday thinking and practice of all within the school community.

Every person involved in Catholic education has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make. Therefore, St Francis de Sales School has in place policies, processes and practices ensuring child safety is key within its culture and that these represent best practice. (Catholic Education Commission of Victoria Ltd 2016/St Francis de Sales School Commitment Statement).

At St Francis de Sales School we are committed to ensuring the safety and wellbeing of our students, staff, and volunteers. As part of this commitment we have implemented the Victorian Child Safe Standards to help protect children and young people under the age of 18 from child abuse and neglect, including cultural safety for Indigenous children and those from culturally and linguistically diverse backgrounds, and children with a disability.

## **1 Rationale**

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As stated in the Catholic Education Melbourne 'CEM' Enrolment Policy:

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 Australian bishops established Catholic schools in the 1860s as a key instrument of catechesis and sacramental preparation for Catholic children. Catholic schools continue to 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.

This CEM Enrolment 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.



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At St Francis de Sales School we recognise that we are, first and foremost, supporting the education in faith of the children of local Catholic families. We believe that parents are the first educators of their children and have the obligation and the right to ensure an adequate education for their children. This should be consistent with their rights and obligations and with their beliefs and values.

St Francis de Sales Catholic Primary School enables the Church to carry out its responsibility at a community level, to provide for the baptised child, a formation of faith. Therefore priority in enrolment is given to Catholic children.

## **2 Aims**

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To ensure that all children of the Catholic Faith in our local area have access to a Catholic Education.

To support parents in their role as first educators of their children.

To provide an efficient process of enrolment that satisfies the needs of both students and the school.

## **3 Implementation**

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All children who are eligible to attend a Victorian Government school are welcome to attend our school. Students enrolling at school as part of a prep intake will be required to provide proof of age. They must be 5 years of age by 30 April of that year.

Enrolments into the school are taken in the following priority:

- Catholic children who are residents of the parish
- Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest
- Catholic children from other parishes (for pastoral reasons)
- Children from non-Catholic Eastern Churches who reside in the parish
- Children from non-Catholic Eastern Churches who reside outside the parish
- Other Christian children who reside in the parish
- Other Christian children who reside outside the parish
- Non-Christian children who reside in the parish
- Non-Christian children who reside outside the parish

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

Students in Years 1-6 presenting for enrolment will be interviewed and enrolled according to the above criteria, if positions are available.

## **4 Documentation**

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Parents are required to complete the Application for Enrolment Form before enrolment into the school can be considered.

A Certificate of Immunisation, original Birth and Baptism Certificates must be presented for photocopying.



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## 5 Enrolment of Non-Catholic Children

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Non-Catholic children may be enrolled at St Francis de Sales Catholic Primary School.

Non-Catholic children may be enrolled only after an undertaking by the parents that the values, life and identity of the school will be respected.

Parents of non-Catholic children so enrolled should be given a clear understanding that the acceptance for enrolment of their children at St Francis de Sales Catholic Primary School does not give them an automatic right of admission into a Catholic secondary school.

## 6 The following criteria are not used in the enrolment process

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The ability of parents to pay school fees is not used as a criterion for enrolling a Catholic student at St Francis de Sales Catholic Primary School. It should be noted, however, that all families are required to make some financial contribution to the education of their children.

Academic criteria are not used to exclude Catholic students from St Francis de Sales Catholic Primary School.

External measures, which are deemed to gauge the degree of faith commitment of the parents, are not used as criteria for enrolling students at St Francis de Sales Catholic Primary School.

## 7 Waiting List

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A waiting list will be established if applications for enrolments exceed places available.