

Enrolment Policy

St. Mary's Primary School welcomes all families who value a faith based education for their children. The School's enrolment policy supports the enrolment policy statement of the Catholic Education Office of Melbourne, which states that:

Catholic education is intrinsic to the mission of the Church. ... 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.

Parents who enrol their children at St. Mary's Primary School, form a partnership with the school which is based on a shared concern for the faith development of their children. Families are encouraged and supported to be involved in the Religious Education program through class masses, the sacramental program, and the liturgical celebrations of the parish community.

It is the policy of the school to be inclusive of children with disabilities. Such decisions are taken after consultation with St. Columba's Staff, School Services consultants from the Catholic Education Office, the parents of the child and the appropriate supporting documentation, including assessments from relevant medical specialists, are provided.

Enrolment Information

- Children must turn five years of age before the 30th April in the year they are commencing school. Permission to grant an exemption can only be made by the Director of Catholic Education Melbourne.
- Parents seeking enrolment must first complete and sign an 'Application for Enrolment' form and submit this to the Principal
- A Health Immunisation Certificate, Birth Certificate and Baptismal Certificate (if applicable) are to be attached to the Enrolment Application form
- Non-Catholic families are most welcome to apply and will be welcomed as members of our school community when there are places available.
- At the time of lodging an enrolment application all new families will be required to pay a non-refundable enrolment fee.
- Individual interviews will be conducted by the Principal for all new enrolment applicants after enrolments close. Times will be arranged by the school.
- A School Orientation Program will be held in Term Four for all new Prep students and a transition program put in place for new students beginning in other year levels.
- An Information Night for Prep parents will be held in Term Four.

Selection Criteria

1. Siblings of children already enrolled at St. Mary's
2. Catholic children who live within the boundaries of the St. Mary's Parish of **Hampton** and the Parish of Immaculate Heart **Hampton East**
3. Members of the St Mary's Parish community who live beyond the boundaries of the Parish
4. Catholic children who live in other parishes
5. Children of other religious denominations and non-christian children

6. Entry other than at Prep (Foundation Level) will be considered on a case by case basis.

A non-refundable application levy of \$70.00 applies to all new enrolments. Applications will not be processed until payment is received. Copies of your child's Birth, Baptismal, and Immunisation Certificates need to accompany your application.

If there were a situation of an excess number of children enrolling into a year level, especially at Prep, the following procedures would occur:

1. Parish Priest and Principal will consult.
2. St. Mary's Staff and Parish Education Board discuss and make recommendations.
3. The Consultative Committee meets to look at possibilities for class sizes and structures.
4. When enrolments must be limited, they will be prioritised according to the above selection criteria and children may be placed on a waiting list.

School Fees

Every effort is made by the school to be welcoming and inclusive. Every effort is made to ensure a Catholic education is accessible to every Catholic family through the provision of a family-friendly fee policy and fee relief. School fees are reviewed on a yearly basis and set through consultation with the Parish Education Board and CEO guidelines. It is the policy of the parish that no family should be excluded due to financial difficulty, therefore concessions or exemptions may be granted on an individual case basis.

Parent/Guardian Responsibilities

Parents enrolling at St. Mary's School need to understand their responsibilities in providing ongoing support for their child's Catholic education. In particular, parents/guardians are asked to make explicit commitment to the following responsibilities:

- Abiding by and supporting the policies of the school
- A willingness to support and participate as far as practicable in the life of the school
- A commitment to attending Parent Teacher Interviews and Parent Information Nights
- A sincere effort to be involved in fundraising events
- A genuine effort to pay School Fees and the Parish Levy except where, in case of hardship, the Principal is notified and an agreement is met
- Parents/guardians must advise the principal of any Court Order(s) that may exist in regard to the child, or any changes to such Court Order(s) and provide a copy of the Court Order(s) and any subsequent changes for the child's school file.
- Parents/guardians must supply the school with requested documentation, including a Health Immunisation Certificate and any relevant reports.

Evaluation

This policy will be reviewed as part of the school's cyclical review process.

Policy ratified by Education Advisory Board: May 2016

Next review date: 2019

Person responsible: Principal