

CATHOLIC PARISH OF HOLY EUCHARIST & ST. MARY'S MALVERN EAST

Holy Eucharist Church

1241 Dandenong Rd
Malvern East



St. Mary's Church

91 Manning Rd
Malvern East

Parish Office & Presbytery: 91 Manning Rd, Malvern East 3145

Tel 03 9571 2407 Fax 03 9571 5094 Email malverneast@cam.org.au Web www.cam.org.au/malverneast

ST MARY'S PARISH PRIMARY SCHOOL ENROLMENT POLICY

Policy Statement

The purpose of this policy is to describe the criteria for enrolment at the school, that is who are eligible to apply for a place at the school, and to describe the processes that apply to those seeking enrolment.

Rationale

The Catholic Education Commission of Victoria Inc. (CECV) encourages all Catholic parents to seek a place in a Catholic school for their children. The enrolment process ought to be fair and ideally a positive experience for the prospective student and his or her parents or guardians.

Preamble

The Catholic Church teaches us that the parents are the first educators of their children and have the obligation and the right to ensure an adequate education for their children consistent with their beliefs and values.

Decisions regarding the enrolment of students at St Mary's Parish Primary School is in line with the Enrolment Policy for Catholic Schools in the Archdiocese of Melbourne (2009). This Catholic Education Melbourne (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 teaching.

The parents of all students are made aware of the nature and ethos of our school within the Catholic tradition and of the normal expectations that this implies.

Context

The Catholic Parish of Holy Eucharist and St Mary's Malvern East provide opportunity for a Catholic education at St Mary's Parish Primary School. Please refer to the map attached (Appendix 1) for zoning information.

Definitions

Catholic child

For the purpose of enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, usually established by a certificate of Catholic Baptism. Place of baptism, or where

you attend Mass, does not affect the above zoning policy which is applied solely on residence within a particular parish.

Catholic school

A Catholic school is one which operates with the consent of the diocesan Bishop and is one where formation and education are based on the principles of Catholic teaching and witness.

Parish or Zone

For the purpose of enrolment, the 'parish' or 'zone' is the local parish as defined by its geographical boundaries.

Implementation

Enrolment priorities

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

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 because they have evidence of consistent and regular Mass attendance in the parish; are actively involved in parish ministries and activities; enrolled on the Parish Census and contribute to the parish Thanksgiving Program.
3. Siblings of children already enrolled in the school.
4. Catholic children from other parishes (for pastoral reasons).
5. Children from non-catholic Eastern Churches who reside in the parish.
6. Children from non-catholic Eastern Churches who reside outside the parish.
7. Other Christian children who reside in the parish.
8. Other Christian children who reside outside the parish.
9. Non-Christian children who reside in the parish.
10. Non-Christian children who reside outside the parish.

Procedures

- 1 Enrolment Application Forms may be obtained from the School Office or in the Enrolment section on St Mary's Parish Primary School website. Enrolment Application Forms must be mailed or emailed with all supporting and relevant documentation to the School Office.
- 2 Enrolment applications are normally accepted from February of the year preceding the child starting in their Foundation Year. Offers of Foundation Year placement are sent out on May 31st with a subsequent round of offers if and when applicable. (Enrolment for other year levels are dealt with as appropriate)
- 3 By law, children must turn five by the 30th April of their first year of school. The "Early Enrolment Policy" is to be referred to when parents seek enrolment for a child of a younger age (See CEM Policy 2.4 Appendix 4, pg 11).
- 4 An enrolment fee per family is required on acceptance of an enrolment offer. This will be deducted from your child's first term school fees. The fee is non refundable if parents decline the offer of a position. The fee to be charged is subject to annual review. The enrolment fee is not required if there is an older child currently attending the school.

- 5 Parents and students wishing to enrol will be interviewed by the Principal on behalf of the Canonical Administrator. Before any enrolment can be confirmed, it must receive the endorsement of the Canonical Administrator, in accordance with their duties under Canon Law.
- 6 The special needs of students shall be taken into account on an individual basis. The Principal in consultation with the Canonical Administrator will assess the school's capacity to provide adequate staffing resources and facilities such as to ensure that the school can provide effective teaching for the special needs of their students. The school will comply with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning needs in a Catholic school. (See CEM Policy 2.4 Appendix 4, pg 10 and 12).
- 7 Students of other Faiths will be considered for enrolment provided it does not result in the exclusion of Catholic students. The parents of these students will be required to give an undertaking that they will respect the Catholic ethos, life, nature and identity of the school. Once enrolled these students will have the right to complete their Primary education at the school.
- 8 Students of other Faiths will be expected to participate fully in all aspects of the school life as deemed appropriate by the school.
- 9 All prospective students will be required to demonstrate that they have received required immunisation, or have necessary documentation stating why they have not participated in the program.
- 10 All information gathered during the enrolment process will be maintained according to the Privacy Amendment (Private Sector) Act 2000 (Cwlth).

School Fees

It is important that parents appreciate their responsibility to pay such fees and levies as are determined by the School. Should a parent be suffering financial hardship, they will be given the opportunity to make an arrangement with the Principal about school fees.

Register of Enrolments

A *Register of Enrolments* containing all necessary information will be maintained at the school.

Important Information

- The number of places made available in the school is determined by the school.
- All enrolment decisions remain at the pastoral discretion of the Parish Priest and Principal.
- The enrolment of any child is necessarily dependent on the school's capacity to meet the child's needs.
- Acceptance into a Catholic primary school provides the right to complete a primary education at that school but does not imply automatic acceptance at any other Catholic Primary or Secondary school.

Overseas Information

Children entering Australia with their parents may or may not be entitled to Commonwealth government funding of their education. Parents should first contact the school to clarify their visa class and the eligibility of their educational funding.

Children ineligible for Commonwealth funding are assessed as *Full Fee Paying Overseas Students* and their parents must meet the full costs of education through the payment of additional fees in line with those fees set by the Department of Education.

Documentation

Copies of the following must accompany the Enrolment Application Form for all year levels:

- Birth Certificate
- School Entry Immunisation Certificate
- Baptism Certificate
- Proof of Residence (Driver's Licence and a recent Utility Account)
- Passport / Visa (where the child is not an Australian citizen)
- Copies of two recent reports for students transferring schools.

Enrolment Acceptance

Places for the following year are offered in writing and an Enrolment Acceptance form must be signed by both guardians.

This 'Parish School Enrolment Policy' was approved by:

The Catholic Parish of Holy Eucharist and St. Mary's Education Advisory Board on _____

Parish Pastoral Council on _____

and ratified by the Parish Priest on _____

Approved by the Board: Tuesday 14 August, 2018

Review Date: 2022

Appendix 1

Map showing zone area for St Mary's Primary School

