

# Enrolment Policy

## Gospel Values:

St. Thomas the Apostle is a Catholic Primary School in the Parish of Clyde North (which continues to work in close partnership with the Parish of St Agatha's) which is a community of faith based on a belief in God and a Christian way of life. As members of this community we endeavour to welcome those of our own and other traditions.

## Rationale:

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

## Purpose:

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.

## Implementation:

- 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.
- 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.
- By law, children must turn five by the 30<sup>th</sup> 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.
- Students who meet the enrolment criteria and have turned five by the 30<sup>th</sup> April of their first year of school will not be excluded from enrolment.
- 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 understanding that they will respect the life, nature and identity of the school. Once enrolled these students will have the right to complete their Primary education at the school.
- Students of other Faiths will be expected to participate fully in all aspects of the school life.
- All prospective students will be required to demonstrate that they have received the required immunisations, or have necessary documentation stating why they have not participated in the program.

- All information gathered during the enrolment process will be maintained according to the Privacy Act 2012 and as contained in the St Thomas the Apostle Catholic Primary School Privacy Policy.

**The catchment area for the three schools** may vary from time to time, given the growth trends within the Parish boundaries. At present the catchment areas are:-

1. St. Therese's – those families within the Parish boundaries living north of Camms Road and north of Thompsons Road. Refer to St Thomas for a shared boundary.
2. St. Agatha's – those families within the Parish boundaries living south of Camms Road and west of the Narre Warren-Cranbourne Road until it meets the South Gippsland Highway and then west of the South Gippsland Highway and south of Thompsons Road.
3. St Thomas' – those families within the Parish boundaries living east of the Narre Warren-Cranbourne Road until it meets the South Gippsland Highway and then east of the South Gippsland Highway and south of Glasscocks Road. The area east of Narre Warren-Cranbourne Road, west of Berwick-Clyde Road, south of Glasscocks Road to Thompsons Road, is a shared area with St Therese's. Families have a choice between the two schools. If however our school is full, we will instruct families from this area to apply for enrolment at St Therese's.

### Priority of placement following the criteria:

1. Siblings of current students.
2. Baptised Catholic children living within the Parish boundaries and agreed catchment area.
3. Catholic children of families who reside outside the parish but who actively make this parish their place of worship and involvement with communications between both principals and parish priests.
4. Catholic children from non-Catholic schools whose residential address is in the parish.
5. Catholic children who reside in other parishes and who have not gained enrolment in their local parish, with communications between both principals and parish priests.
6. Orthodox children living within the Parish boundaries.
7. Christian children of other denominations whose parents demonstrate a positive commitment to the Catholic ethos.
8. Children of other non-Christian denominations.
9. Children who have no religious denomination.

In the situation where we have a significant number of non-Catholic families who have applied for a position at St Thomas the Apostle, their application is lodged by the due date and we have places that haven't been filled by Catholic students, we will:-

1. Follow the Priority of Placement criteria to step 7.
2. If there are still vacancies we will then enter children who fall into criteria 8 into a ballot.
3. The final offers will then be made to criteria 9 should there be any remaining vacancies prior to the start of the new school year.

For non-Catholic families who have lodged an application after the due date, they will be placed immediately onto a waitlist.

## School Fees:

- Parents are required to take seriously their responsibility to pay such fees and levies as are determined by the school. Normally a child will not be excluded from the school or school activities due to a family's genuine inability to make full payment of fees and levies.
- Parents will be given the opportunity to make application to the Principal or Canonical Administrator for an alternate system of payment, a reduction in the amount payable, or in cases of extreme hardship, for an exemption from paying fees.

## Register of Enrolments

A *Register of Enrolments* containing all necessary information will be maintained at the School by the Administration Officer on the school's computer system. This register will be monitored by the Administration Officer cross referencing the student attendance rolls on a weekly basis and the Enrolment register will be checked by an independent auditor annually as part of the school's financial accountability requirements.

## References:

- Diocese of Sale, [Catholic School Enrolment Policy](#)
- Diocese of Sale, [Policy for enrolment of Children Under the Minimum Age Policy](#)

## Evaluation:

This policy will be reviewed as part of the school's four year review cycle or as required.

*Ratified by B. Marrinon, August 2013  
(Updated June, 2016)*