

Enrolment Policy



At St. Joseph's we hold the care, safety and wellbeing of children as a central and fundamental responsibility of our school. At all times, the ongoing safety and wellbeing of all children at St. Joseph's will be the primary focus of care and decision-making, with particular attention paid to the cultural safety of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Rationale

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 rights and obligations and their beliefs and values.

Once a child becomes a member of the Catholic Church through Baptism, the parents and the Church have a commitment towards its new member. One of the obligations is to give the child the opportunity to be educated as a Catholic. The Church exercises its commitment and responsibility by providing Catholic schools to support parents in educating their children in the Catholic faith.

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 an education based on the values to be found in the Catholic faith. Achieving the educational aims of the school should be an equal priority for teachers, students and families alike, each according to their role.

Aims

The Enrolment Policy is based on the Catholic Education Office of Melbourne's (CEOM) Guidelines and is endorsed by St Joseph's Primary Malvern Education Advisory Board.

The Enrolment Policy provides the right for a Catholic child within the Parish to complete their primary education at the Parish Primary School but does not imply automatic acceptance at another Catholic Primary or Secondary School. Once a child is granted enrolment, this applies automatically to any further siblings. Children entering the school, other than in Prep, will be accepted depending upon the availability of places at that level.

The policy aims to ensure that no Catholic child will be denied enrolment because of their parent's inability, as opposed to unwillingness, to pay school fees.

Implementation

Priority of Enrolment:

1. Children with siblings in the school.
2. Catholic children who reside in St Joseph's Catholic Parish.
3. Catholic children who reside outside the St Joseph's Catholic Parish.
4. Children from Churches of the Orthodox Tradition who reside in the St Joseph's Catholic Parish.
5. Children from Churches of the Orthodox Tradition who reside outside the St Joseph's Catholic Parish.
6. Other Christian children who reside in the St Joseph's Catholic Parish.
7. Other Christian children who reside outside the St Joseph's Catholic Parish.
8. Non-Christian children who reside in the St Joseph's Catholic Parish.
9. Non-Christian children who reside outside the St Joseph's Catholic Parish.
10. The determining factor, when there are too many applicants of comparable priority, will be at the discretion of the Parish Priest and School Principal.

Requirements:

1. Children are eligible to start school in the year they turn five years of age by 30th April.
2. The following documentation must be provided: Birth Certificate, Baptismal Certificate, Immunisation Certificate and any medical or educational reports deemed appropriate.
3. During an interview the Principal will explore reasons why a family wishes to choose a Catholic education for their child.

Procedures:

1. Enrolments are advertised through a variety of media – for example the school newsletter, parish bulletin, local newspapers, kindergartens and childcare facilities.
2. Enrolment applications are always subject to the principles of this policy.
3. All new families will be interviewed by the Parish Priest and Principal at the time of enrolment.
4. Places will be allocated and parents informed with two weeks of the interview process.
5. Acceptance of offers for the school year must be returned by date specified.
6. Families not successful with enrolment will be sent a letter indicating this, and where relevant an offer to be placed on a waiting list, pending further enrolment vacancies.

Further Information

Application & Explanatory Statement to be given to both parents to read and sign.

Prep Induction Program:

1. Teachers make contact with kindergartens and childcare centres to gather any information that will make the transition to school a smooth process for each child planning to attend St Joseph's Primary School.
2. Three orientation visits are offered to the incoming Prep children. These are generally held during fourth term.
3. Parents are asked for information relating to their child's transition to school.
4. Curriculum information sessions are provided for Prep parents on the evening before the 3rd orientation visit for the children. Parents receive an information package on this evening.
5. Each Prep child is allocated a Grade 5 or 6 'Buddy', and meets them at the 3rd orientation session.
6. Prep children are introduced to full-time school on a gradual basis by having Wednesdays off from school for the month. On these Wednesdays, students undertake individual Numeracy Interviews & Oral Literacy with the class teacher & Mathematics Leader.

The St. Joseph's Vision Statement and the Mission Statement provide further detail on the principles and tenets of the philosophy of St Joseph's Primary, Malvern.

Evaluation

This policy will be reviewed as part of a three-year review cycle

Compiled by: Jenny Hogan (Principal)

Review Date: 2019

Responsibility: Parish Education Advisory Board/Principal