



HOLY CHILD

Primary School | Dallas

Enrolment Policy

PRINCIPLES

The Parish Primary Schools Enrolment Policy is consistent with the Catholic Education Office Melbourne (CEOM) Policy 2.4 Enrolment for Schools in the Archdiocese of Melbourne.

RATIONALE

Our parish catholic schools have been established primarily for catholic children. We are open and welcoming to all catholic students.

As the first educators of their children, parents are encouraged to enter into partnership with our Parish schools to promote and support their child's education. We strive for excellence in student learning, their wellbeing and spiritual growth.

As a catholic primary school, we offer a broad comprehensive curriculum with an authentic catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

Our catholic schools are an integral part of the mission of the church. We ensure an authentic catholic identity and the Policy is reflective of the guidelines approved by the Archbishop of Melbourne.

Holy Child Catholic Primary School (the School) in the Dallas Parish exists to enable the Catholic Church to carry out its responsibility to provide for the baptised catholic child, a formation in faith, hence priority in enrolment is given to catholic children.

The enrolment of non-Catholic children who reside in the school catchment area may take place only when their enrolment would not exclude catholic children from the school.

- catholic children who are residents of the parish
- catholic children who do not reside in the parish but belong to the parish community
- catholic children from other parishes (for pastoral reasons)
- 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.

The School is owned and operated by Melbourne Archdiocese Catholic Schools Ltd (MACS).

A catholic school is not simply an alternative to a Government School. It is different because it is catholic; it must offer an authentic catholic vision.

The Enrolment Policy supports the Policy Statement of the Archdiocese of Melbourne Enrolment Policy, in ensuring that catholic children are provided with an education in which faith, culture and life are brought into harmony.

The Parish Priest and Principal may consider special circumstances in implementing these criteria.

As a matter of courtesy, contact is made with the current children's school requesting enrolment, from one catholic school to the School or, from a Department of Education and Training school to the School. This occurs prior to enrolment, and once the students commence, communication is made with the past school to obtain transfer forms.

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

1. discuss the situation with the School's Consultative Committee
2. prioritise enrolments using selection criteria 1-10
3. consultation between the Principal and Parish Priest.

NOTE: Provided there are class places available and allowing for any possible transfers from other catholic schools, the following children may be accepted - orthodox children, non-Catholic Christians and non-Christians where a special need is established by the principal.

Siblings of children already in the school and Catholic children/families have high priority with regards to enrolment.

VISION STATEMENT

As the community of Holy Child, we are people of God empowered by the Holy Child (Jesus) to never see a need without doing something about it.

We empower each other to achieve our best and to develop as thoughtful, happy, optimistic, faith-filled people who contribute responsibly as active citizens.

STRATEGIES

Our commitment to parents and carers, we commit to:

1. communicate honestly and openly with parents and carers about the wellbeing and safety of their children
2. engage with, and listen to, the views of parents and carers about our child-safety practice, policies and procedures
3. transparent in our decision-making with parents and carers where it will not compromise the safety of children or young people
4. acknowledge the cultural diversity of students and families, and being sensitive to how this may impact on student safety issues
5. continue reviewing and improving our systems to protect children from abuse.

CONDITIONS OF ENROLMENT

Continuing commitment to the following conditions is expected:

- parents are expected to accept a commitment to give their child every opportunity to experience the fullness of their faith at home and to give the child every opportunity and encouragement to practise it by attending Mass each weekend, receiving the Sacraments, daily prayers, etc.
- parents are expected to be an active member of the Holy Child Parish
- parents are expected to financially support the Holy Child Parish and School

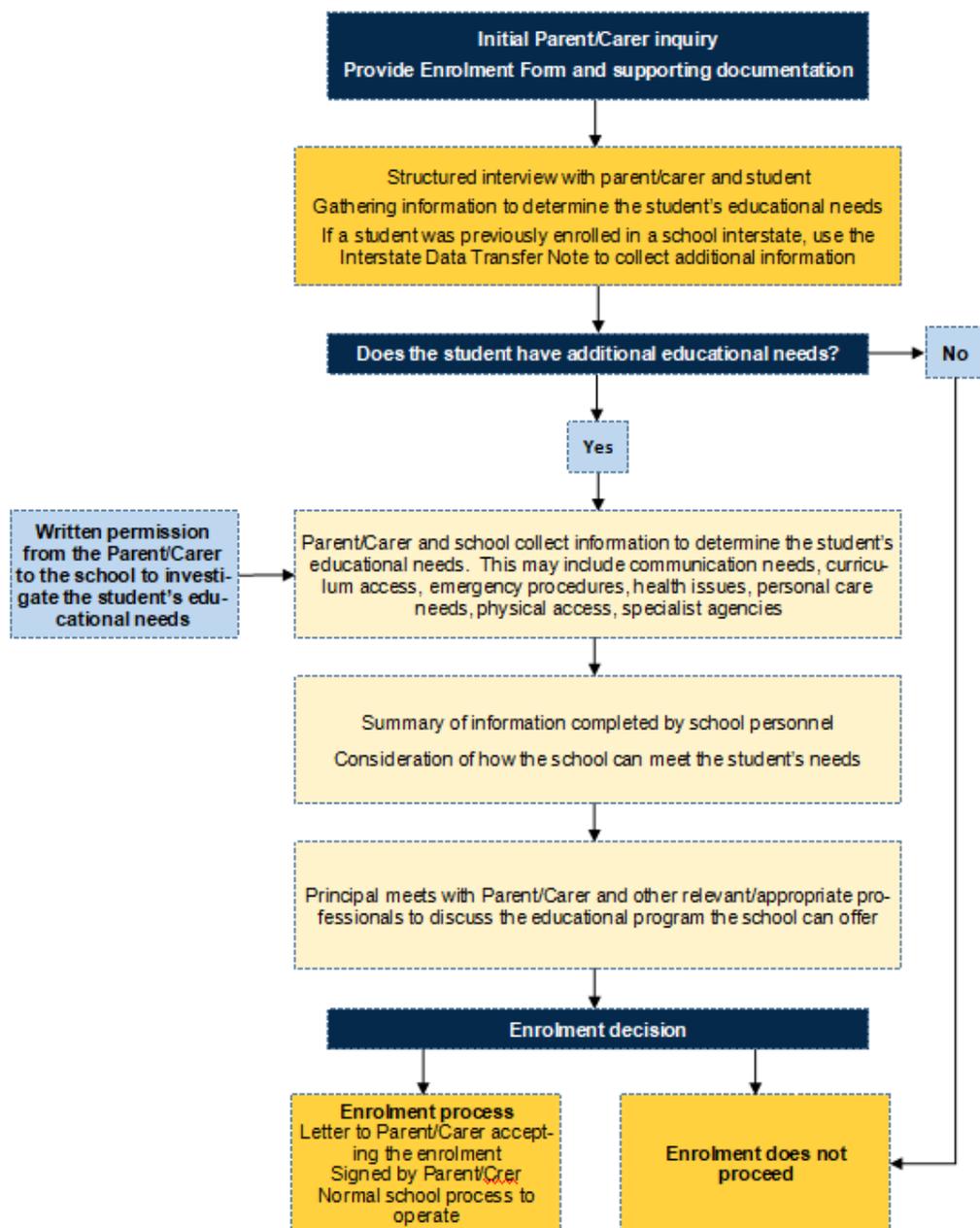
- parents are expected to support and encourage the Gospel values and the standards of behaviour that these imply
- parents are expected to accept and support the school rules
- parents are expected to cooperate with regulations set down from time to time by the school authorities. Such regulations are devised to ensure the safety of children and the efficient management of school facilities
- parents are expected to be supportive of the school authorities, the school administration, the teachers and various organisations working towards the welfare of the school
- parents are expected to assist whenever possible and support the school's activities and fund-raising efforts
- parents are expected to commit themselves to the regular payment of school fees and levies
- parents must accept that all students will partake fully in every aspect of the school programme
- parents' acceptance of enrolment into the School does not give any right of admission into a Catholic Secondary College.

APPLICATION PROCESS

Applications for enrolment must be in writing using the School's Enrolment Form (available at the school office or on the School website) and must be accompanied by the following documentation:

- the child's baptism certificate (if baptised)
- the child's birth certificate or extract of birth entry
- immunisation certificate
- a copy of any orders made by the Family Court concerning guardianship and/or custody of the child
- for those who have recently arrived in Australia, a copy of any or all of the following:
 - entry visa
 - Passport
 - Immi Card
- Healthcare card (if applicable)
- Medicare Card

Children seeking enrolment for Prep must turn 5 years of age by April 30 of the year of entry to school. Enrolment of an under-aged child will not exclude a child of correct age being enrolled.



ENROLMENT OF CHILDREN WITH ADDITIONAL LEARNING NEEDS

Catholic schools are expected to welcome parents who wish to enrol a child with additional learning needs and do everything possible to accommodate the child's needs. The process for enrolling students with special needs should be the same as that for enrolling any student, and should conform to the Recommended Enrolment Process (refer to flowchart, previous page). Primary and secondary schools should collaborate to ensure coordination and consistency of policy and processes. Schools are required to comply with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning needs in a Catholic school.

ENROLMENT OF STUDENTS FROM INTERSTATE

When enrolling students whose previous school was interstate, all schools must use the protocols of the [Interstate Student Data Transfer Note](#) (ISDTN). This is a mandatory requirement of the Australian Government. It is the responsibility of the enrolling school to initiate and manage this process, and be sensitive to parent/student consent requirements for the provision of information. All relevant documents and information are available at the Department of Education website

GUIDELINES

Education and Training Reform Regulations 2017

The regulations impose a requirement on a registered school to have a clearly defined enrolment policy that complies with all applicable State and Commonwealth laws. Referred therein is the main legislation affecting school enrolments. Each school must be familiar with the relevant provisions of this legislation and, if appropriate, prepare policies for administration and enforcement of relevant procedures.

Equal Opportunity Act 2010

This legislation prohibits discrimination by an educational authority against a person in deciding who should be admitted as a student, in the terms on which the authority admits a person as a student, or by refusing or failing to accept the person's application for administration as a student. However, an exception is provided for an educational authority that operates an educational institution wholly or mainly for students of a particular sex, religious belief, age or age group, such that it may exclude from that institution people who are not of the particular sex, religious belief, age or age group. All other discrimination in enrolment of students is prohibited.

Disability Discrimination Act 1992

Under this federal legislation, discrimination based on disability is unlawful. It applies to school authorities and their employees. The definition of disability is broad and includes physical, intellectual, psychiatric, sensory, neurological or learning disability, psychical disfigurement, and the presence in the body of a disease-causing organism. Relevant for enrolments, it is unlawful for an educational authority to discriminate against a person on the ground of the person's disability, or a disability of any of the other person's associates, by refusing or failing to accept the person's application for admission as a student; or in the terms and conditions on which it is prepared to admit the person as a student. However, it is not unlawful to refuse or fail to accept a person's application for admission as a student in an educational institution where the person, if admitted as a student by the educational authority, would require services or facilities that are not required by students who do not have a disability and the provision of which would impose unjustifiable hardship on the educational authority.

Privacy Amendment (Private Sector) Act 2000

This legislation governs how schools must handle personal information collected as part of the enrolment process. Schools will have adopted a Privacy Policy to reflect their acts and practice in management of personal information in compliance with the legislation. Schools should also determine what the necessary information for collection is, provide information about collection and, where necessary, obtain consents to the collection, use and disclosure of that information. For these purposes, schools should include in enrolment forms an information collection notice, which should also be contained in the school's Privacy Policy and where applicable should be located on the school's website.

DOCUMENTATION REQUIRED

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

The following documentation is required for enrolment:

- Birth Certificate
- Baptism Certificate
- Immunisation Certificate
- relevant Visa and Passport (if applicable).

ENROLMENT PROCESS AND PROCEDURES

CEOM Policy 2.4 will guide all decisions that relate to the enrolment process and procedures.

Enrolments are accepted at any time during the year conditional on our Enrolment Policy and the availability of places.

Contact the school on 03 9309 1620 for any queries about the enrolment procedures.

WAITING LIST

In the event of a school in the Parish being unable to offer a place to a Catholic child resident in Dallas Parish catchment areas, the Parish will make every effort to support enrolment in another school.

FEES

As Catholic Schools are not fully funded by governments we have to charge fees. It is always our aim to keep these as affordable as possible. We have a:

- family fee - per family charge no matter how many children
- sport and levy fees - per child and covers everything the children need including incursions, excursions and sports
- other Sacramental fees apply for Grades 3-6.

Fees can be paid in many ways:

- up front by end of March
- by instalments (March, June, August and November)
- direct deposit
- direct debit set up for weekly, fortnightly or monthly instalments.

References

[Education and Training Reform Regulations 2017](#)

[Equal Opportunity Act 2010](#)

[Disability Discrimination Act 1992](#)

[Privacy Amendment \(Private Sector\) Act 2000](#)

[Child Safety Standards \(Ministerial Order 870\)](#)

[Reportable Conduct Scheme \(July 2017\)](#)

Evaluation

This Policy will be part of a four year review cycle and be evaluated in 2024.