

ST MARGARET'S PRIMARY SCHOOL, EAST GEELONG ENROLMENT POLICY

This policy is additional to Catholic Education Office Melbourne Policy number 2.4, 2007
Revised edition

Rationale

At St Margaret's we believe 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 rights and obligations and with their beliefs and values." (CEOM Policy 2.4)

"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." (CEOM Policy 2.4)

Aim

Our aim is to ensure enrolment of a high proportion of Catholic students in the school with non-Catholic enrolments being within the limits approved by the Archbishop. We strongly suggest that children seeking enrolment turn 5 before the 30th of April.

Implementation

PRIORITY OF ACCESS TO ST MARGARET'S SCHOOL WILL BE:

- ◆ that the student belongs to a present school family.
- ◆ that the student is a baptized Catholic resident of the parish.
- ◆ that the student is a baptized Catholic from outside the parish.
- ◆ that the student belongs to a past non-Catholic school family.
- ◆ that the student is a non-Catholic resident of the parish.

Measures which are deemed to gauge the faith commitment of parents on their ability to pay fees will not be used as criteria for enrolment. In the case of parents who are unwilling to pay fees after the child has been enrolled, every effort will be made to help the parents understand their obligations. When financial difficulties arise, parents will be encouraged to discuss the matter with the Principal and Parish so alternative arrangements can be made.

Academic criteria will not be used in enrolment procedures and children with special needs and abilities are accepted into the school provided that the school can adequately meet their particular requirements in any given year.

Children who are non-Catholic are accepted into the school. It is important that their parents are acquainted with the nature and ethos of the Catholic School. It is expected that these children participate in all programs that are offered in the school, including Religious Education.

ENROLMENT OF CHILDREN UNDER THE MINIMUM AGE

Children under the age can be enrolled with the permission of the Parish Priest and Principal providing:

- ◆ that the child may be accommodated without undue inconvenience in terms of numbers in the class.
- ◆ that the enrolment of an under age child would not exclude a child of the correct age from enrolment
- ◆ that the child is not one month below the minimum age.

Where such enrolment takes place, parents must agree that should the child fail to make satisfactory progress, or to adjust satisfactorily to school, it may be required that the child be withdrawn from the school until he/she reaches the school age or if the Principal so decided, that the child may be required to repeat the grade.

ENROLMENT OF CHILDREN THROUGHOUT THE YEAR

In the case of a family enrolling children during the course, communication is set up similarly through an interview, and if accommodation allows, enrolment will take place.

ENROLMENT OF STUDENTS WITH AN IMPAIRMENT, DISABILITY OR HANDICAP

To ensure that the proposed enrolment is in the best interests of the student, parents should be made aware that the request to integrate a student with a disability into a regular school cannot be dealt with instantly. The school will need to examine, organize and possibly change its structure and allocation of resources to most effectively provide for such a student. The Principal will request the parent/guardian to provide current information on the student's disability, any special requirements that need to be considered and seek advice on the special needs of the student.

- ◆ Parents will be provided with a copy of the school's Enrolment Policy and the Enrolment Support Group Guidelines.
- ◆ The Principal will convene an Enrolment and Support Group.
- ◆ The Principal will inform the staff and the Consultative committee of the formation of the group.

Each application requires careful consideration to ensure that it is possible for the school and parish community to provide adequate for the needs of the student. No student should be denied enrolment unless:

- ◆ The student requires special services and facilities and;
- ◆ Such facilities cannot reasonably be provided in the circumstances and;
- ◆ Without those services or facilities the student would not be able to participate in the educational program of the school, or be likely to derive substantial benefit from the program

(See CEOM Policy 2.4)

Procedure for Preparatory Enrolment

April

1. Letter of invitation to apply for enrolment will be sent to all present school families with children of school age with a closing date.
2. Promotional information sent to kindergartens and day-care centres with invitations to make appointments to inspect the school.
3. Vacancies advertised in Church newsletter and local press if necessary.

April-June

1. Parents/Guardians arrange an interview time with the Principal and tour the school.
2. Application forms are given to families with a due date in June.

June

1. Enrolments are confirmed according to Enrolment policy. A waiting list may be started.

December

1. An orientation program for parents will take place in Term 4 where relevant information about starting school will be presented. Children will spend this time in the classroom and meet their 'buddy'.

Policy ratified by the School Board in June 2002
Review 2015