

ENROLMENT POLICY

Rationale

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church. This policy establishes that the first priority of Our Lady of the Assumption Parish Primary 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. To support the view that catholic schools are primarily for catholic children, the policy and accompanying procedures establish an expectation that the school will work towards and/or maintain the highest possible level of Catholic enrolment.

This policy promotes a consistent and transparent approach to the establishment and implementation of local enrolment practices as well as supporting the relationship that exists between the Catholic Church and non-Catholic Eastern Churches. It is also intended to ensure that Our Lady of The Assumption Parish Primary School operates within the context of the Victorian and Australian government legislation.

Principles

- ❖ Our Lady of the Assumption Parish Primary School will welcome all catholic children regardless of the individual needs. Our school will extend particular assistance to those who are disadvantaged or considered most at risk. Where places are available, we will welcome children from other Christian traditions and faiths who seek what a catholic education has to offer.
- ❖ Parents, as the first educators of their children, enter into a partnership with Our Lady of The Assumption to promote and support their child's education, in particular their education in faith. While Our Lady of The Assumption promotes access to a catholic education through its enrolment policy, parents should also assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.
- ❖ Local pastoral discretion is an important element of the decision making process with regard to enrolment at Our Lady of The Assumption Parish Primary School. Therefore, while bearing in mind that their first priority is to the catholic parents, our parish priest and principal will exercise some flexibility with respect to enrolment decisions where pastoral discretion may be deemed necessary.

Requirements

- ❖ Prospective parents enrolling their child are expected to attend an interview, which is conducted by the principal and a member from the parish team. During this interview the child will participate in an assessment conducted by the transition coordinator.
- ❖ The principals of previous schools of all students seeking transfers will be contacted to discuss the circumstances of the transfer. In the interest of the student, the Principal has the authority to defer admission, until enquiries to the previous school have been carried out.

Enrolment

- ❖ You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school.

Look at including child safety, Care Monkey, Data Collection and EMA

- ❖ To meet school and government requirements, you will need to provide the school with a completed enrolment form including, amongst other things, the information listed below.
- ❖ Children enrolling at our school as part of a prep intake will be required to provide proof of age by way of a birth certificate to establish that the child has turned 5 years of age by April 30th of that year.

▪ evidence of your child's date of birth, e.g. birth certificate, passport	▪ information about the language(s) your child speaks and/or hears at home
▪ religious denomination	▪ nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted) where applicable.
▪ certificate of Baptism (and Reconciliation, Eucharist, Confirmation, if these sacraments have been completed)	▪ immunisation certificate
▪ names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians	▪ medical information about your child (for example, does the child suffer from asthma, diabetes, allergies, poor eyesight/hearing, a diagnosed disability, etc.) and details of any medication that the school will be requested to administer to the child or health/attendant care needs.
▪ parent/guardian occupation and level of education attained	▪ doctor's name and telephone number
▪ names of emergency contacts and their details	▪ information on additional learning needs (for example, does your child require additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
▪ specific residence arrangements	▪ parenting agreements or court orders, including any guardianship orders

- ❖ The principals of previous schools of all students seeking transfers will be contacted to discuss the circumstances of the transfer. In the interest of the student, the Principal has the authority to defer admission, until enquiries to the previous school have been carried out.

OLA Enrolment Priority:

- ❖ Subject to any special exercise of discretion by the Parish Priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic primary schools. The order of priority is:
 1. Catholic children who reside in the Cheltenham Catholic parish
 2. Catholic children who do not reside within the Cheltenham Catholic parish however belong to another parish community

3. Children from non-Catholic Eastern Churches who reside within the Cheltenham parish
4. Children from non-Catholic Eastern Churches who reside outside the Cheltenham parish
5. Other Christian children who reside within the Cheltenham parish
6. Other Christian children who reside outside the Cheltenham parish
7. Non-Christian children who reside within the Cheltenham parish
8. Non-Christian children who reside outside the Cheltenham parish

** Siblings will be accommodated within the above priorities.

Enrolment for children with additional needs

- ❖ The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:
 - the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma);
 - the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individualised educational programs, behaviour support plans or other educational interventions as may be relevant);
 - the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals; and
 - any limitations on the school's ability to provide the additional assistance requested.
- ❖ As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess:
 - whether the additional assistance remains necessary and/or appropriate to the child's needs
 - whether the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
 - whether it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

Terms of enrolment regarding acceptable behaviour

- ❖ Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- ❖ Every person at the school has a right to feel safe, to be happy and to learn, therefore we aim:
 - to promote the values of honesty, fairness and respect for others;
 - to acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
 - to maintain good order and harmony;
 - to affirm cooperation as well as responsible independence in learning;
 - and

- to foster self-discipline and to develop responsibility for one's own behaviour.
- ❖ Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

Fees

- ❖ The setting of fee levels and other compulsory charges in Catholic primary schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Principal of the school.
- ❖ The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

Terms of enrolment regarding provision of accurate information

- ❖ It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon his or her physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
- ❖ Parents and guardians must provide accurate and up to date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- ❖ Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.
- ❖ Change of surname will only be accepted when proper legal documentation is provided to the school.

Privacy Policy

- ❖ The school collects personal information, which includes sensitive information such as health information, about pupils and parents/guardians both before and during the course of a pupil's enrolment at the school. This may be collected from parent/guardians or from the pupil or from others. The primary purpose of collecting this information is to enable the school to provide schooling for your child. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
- ❖ Where personal information is given to the school in confidence, it will not be disclosed without authority of the parent/guardian or person providing the information. Only staff who 'need to know' and have authorisation from the Principal will be given access to the relevant information.
- ❖ Certain laws governing or relating to the operation of schools require that certain information is collected. The school may also ask you to provide medical reports about pupils from time to time and may collect health information about them in the course of providing schooling and if they receive a health service through the school.

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