

ENROLMENT POLICY

RATIONALE

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.
- 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.

- The following documentation is a requirement for enrolment; Birth Certificate, Baptismal Certificate, Immunisation Certificate and any medical or educational reports deemed appropriate.
- A child with special needs will be considered on a case by case basis for enrolment. After an initial interview; if it is thought that the school does not have the capacity nor the facilities to meet the child's needs then this will be discussed with the parents, in conjunction with the Principal, Student Wellbeing Coordinator, and others considered appropriate in understanding the needs of the child. If after further discussion, the school finds itself in a position where it will not be able to provide the level of assistance required, negotiations will be held between the school, parents and the Catholic Education Office before a decision is finalised.
- Change of surname will only be accepted when proper legal documentation is provided to the school.
- 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:

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 PROCEDURE

