

ST MARY'S SCHOOL CLARKES HILL



ENROLMENT POLICY

Reviewed: 29th October 2013

Ratified: October 2013

To be reviewed: October 2018



St Mary's School
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PRINCIPAL: Mr Chris Kavanagh

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Bungaree Parish Schools

RATIONALE:

We believe that Catholic children have the right to an education in a Catholic School and that the Catholic School is the most appropriate means of ensuring the overall education of Catholic children. Therefore at Bungaree Parish Schools,, the Mission and Vision Statements and Policies of the school will always consider the education of the whole child and enrolments will be based on these understandings.

SCRIPTURAL CONTEXT:

*Ask and it will be given to you; seek and you will find;
knock and the door will be opened to you.
(Matthew 7:7)*

POLICY STATEMENT:

Children living in the community of Bungaree Parish Schools, have the right to a place in Bungaree Parish Schools,. The school will support the parents of these children in their choice of a Catholic Education. The parents, in their turn have the responsibility to support the school in all aspects of its work to provide the best education possible according to Catholic tradition and in compliance with relevant Victorian and Australian Government Legislation.

POLICY GUIDELINES:

- The Catholic Education Commission of Victoria (CECV) encourages all Catholic parents to seek a place in a Catholic school for their students.

GUIDELINE INDICATORS:

- Bungaree Parish Schools, will provide a Catholic Education that is concerned with the development of the whole child – spiritually, emotionally, physically, socially, academically and aesthetically.

<ul style="list-style-type: none"> • Students of other Faiths will be considered for enrolment provided it does not result in the exclusion of Catholic students. The parents of these students will be required to give an understanding that they will respect the life, nature and identity of the school. Once enrolled these students will have the right to complete their Primary education at the school. • Before any enrolment can be confirmed, it must receive the endorsement of the Canonical Administrator, in accordance with their duties under Canon Law. • The intellectual and physical capacity of the child is not a criterion of entry to the school. • Whilst the degree of faith commitment of the child's parents is a relevant consideration, it should not normally be a criterion in the enrolment process in our Catholic School. • By law, children must turn five by the 30th April of their first year of school. 	<ul style="list-style-type: none"> • Students of other Faiths will be expected to participate fully in all aspects of the school life. • Parents and students wishing to enrol at Bungaree Parish Schools,, will be interviewed by the Principal on behalf of the Canonical Administrator. • The special needs of students shall be taken into account on an individual basis. The Principal in consultation with the Canonical Administrator will assess the school's capacity to provide adequate staffing resources and facilities such as to ensure that Bungaree Parish Schools, can provide effective teaching for the special needs of their students. Bungaree Parish Schools, will comply with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning needs in a Catholic school. (Appendix 1 & 2). • Additional avenues of support (finance, staffing, resources etc.) will be explored. • Students enrolled in the school will not be excluded from Religious Education classes, Sacramental Programs and School Liturgies regardless of perceived faith commitment of the parents. • Students who have turned five by the 30th April of their first year of school will not be excluded from enrolment at
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<ul style="list-style-type: none"> • While it is important that parents appreciate their responsibility to pay such fees and levies as are determined by Bungaree Parish Schools, School Advisory Council, a payment plan can be worked out with the Principal to allow for fees to be honored. It must be pointed out that no child will be excluded from the school or school activities, because of non payment of such fees and levies. 	<p>Bungaree Parish Schools,</p> <ul style="list-style-type: none"> • All prospective students will be required to demonstrate that they have received required immunisation, or have necessary documentation stating why they have not participated in the program. • All information gathered will be maintained according to the Privacy Act 2000. • Parents will be given the opportunity to make arrangements with the Principal or Canonical Administrator for an alternate system of payment, a reduction in the amount payable, or for an exemption from paying fees if warranted by special circumstances. • <i>A Register of Enrolments</i> containing all necessary information will be maintained at the school.
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REFLECTIVE MATERIALS:

School Vision and Mission Statements

Ballarat Diocesan Guidelines

Relevant State and Commonwealth Legislation

APPENDIX 1

Relevant legislation to be considered when enrolling students in Catholic Schools

The Victorian Education and Training Reform Regulations 2007. 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 1996 (Vic). 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 (Cwlth). 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, physical 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 (Cwlth). 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 is the necessary information for collection, 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.

Enrolment of students 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 Enrolment Process. 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.

APPENDIX 2

School Enrolment Procedures in the Diocese of Ballarat

To ensure consistency and transparency in the enrolment of students in the schools of the Diocese of Ballarat, it is suggested that the following procedures for enrolment are implemented by all schools.

