



## ENROLMENT POLICY

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### Rationale

St. Columba's Primary School – A Catholic School

St. Columba's Primary School welcomes all families who value a faith based education for their children. As a Catholic School, St. Columba's is not simply an alternative to a government school. It is different because it offers an authentic Christian education.

The School's enrolment policy supports the enrolment policy statement of the Catholic Education Office of Melbourne, which states that:

*Catholic education is intrinsic to the mission of the Church. ... Catholic schools continue to 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.*

### Aims

#### Religious Education

Parents who enrol their children at St. Columba's Primary School, form a partnership with the school which is based on a shared concern for the faith development of their children. Families are encouraged and supported to be involved in the Religious Education program through class masses, the sacramental program, and the liturgical celebrations of the parish community.

#### Children with Special Needs

It is the policy of the school to include, whenever circumstances and resources allow, children with disabilities/ special needs. Such decisions are taken after consultation with the Parish Priest, St. Columba's Staff, School Services consultants from the Catholic Education Melbourne, the parents of the child and when the appropriate supporting documentation, including assessments from relevant medical specialists, are provided.

#### Enrolment Information

- Children must turn 5 years of age before the 30th April in the year they are commencing school. Permission to grant an exemption can only be made by the Director of Catholic Education Melbourne.
- A copy of the child's Birth and Baptism Certificates (or Christening Certificates for families of other Christian faiths), and the immunization record (obtainable from the local council) must be provided. These should be attached to your Enrolment Form.
- Non-Catholic families are most welcome to apply and will be welcomed as members of our school community when there are places available.
- At the time of lodging an enrolment application all new families will be required to pay a non-refundable enrolment fee.
- Individual interviews will be conducted by the Parish Priest and Principal for all new enrolment applicants after enrolments close. Times will be arranged by the school.
- During term 2 and 3 new Prep students are encouraged to attend and participate in the many school and community events the school holds to begin the transition process. A

formal School Orientation Program is held in Term 4 for all new Prep students and a transition and buddy program put in place for new students beginning in other year levels.

- An Information Night for parents and a Mass for new prep families will be held in Term 4.

### **Selection Criteria**

1. Siblings of current or past students.
2. Catholic children who reside in Elwood / St Kilda West.
3. Catholic children who do not reside in the parish but are recognized as parishioners by the Parish Priest.
4. Catholic children who do not reside in Elwood / St Kilda West for pastoral reasons.
5. Other Christian children who live in Elwood / St Kilda West.
6. Non-Christian children who live in Elwood / St Kilda West.
7. Non-Christian children who reside outside the parish.

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

1. Parish Priest and Principal consult.
2. St. Columba's Staff and Parish Education Board discuss and make recommendations.
3. The Consultative Committee meets to look at possibilities for class sizes and structures.
4. When enrolments must be limited, they will be prioritised according to the above selection criteria and children may be placed on a waiting list.

### **School Fees**

Every effort is made by the school to be welcoming and inclusive. Every effort is made to ensure a Catholic education is accessible to every Catholic family through the provision of a family-friendly fee policy and fee relief. School fees are reviewed on a yearly basis and set through consultation with the Parish Education Board and CEO guidelines. It is the policy of the parish that no family should be excluded due to financial difficulty, therefore concessions or exemptions may be granted on an individual case basis.

### **Parent/Guardian responsibilities**

Parents enrolling at St. Columba's School need to understand their responsibilities in providing ongoing support for their child's Catholic education. In particular, parents/guardians are asked to make explicit commitment to the following responsibilities:

1. All parents/guardians enrolling their children at St. Columba's should complete the school's Application for Enrolment form and return it by the due date. This does not guarantee enrolment in the school.
2. Parents/guardians must be prepared to support the school in its Catholic mission and to encourage their children and involve themselves as much as possible.
3. Parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child (any difficulties in this regard should be discussed with the principal.)
4. Parents/guardians must advise the principal of any Court Order(s) that may exist in regard to the child, or any changes to such Court Order(s) and provide a copy of the Court Order(s) and any subsequent changes for the child's school file.
5. Parents/guardians must supply the school with requested documentation, particularly the Health Immunisation Certificate.
6. Parents/ guardians will support school policies.

### **Evaluation**

This policy will be reviewed as part of the schools cyclical review process.

Policy ratified by School Educational Board: 23/07/18

Next review date: 2020

Person responsible: Principal and Parish Education Board