



ENROLMENT POLICY

St Roch's Parish Primary School

RATIONALE

Parents, as the first educators of their children, enter into a partnership with the school to promote and support their child's education, including their education in the Catholic faith.

While the school promotes access to a Catholic education through the local school 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.

AIMS

To provide an efficient and clear process of enrolment that satisfies the needs of both you and the school.

GUIDELINES

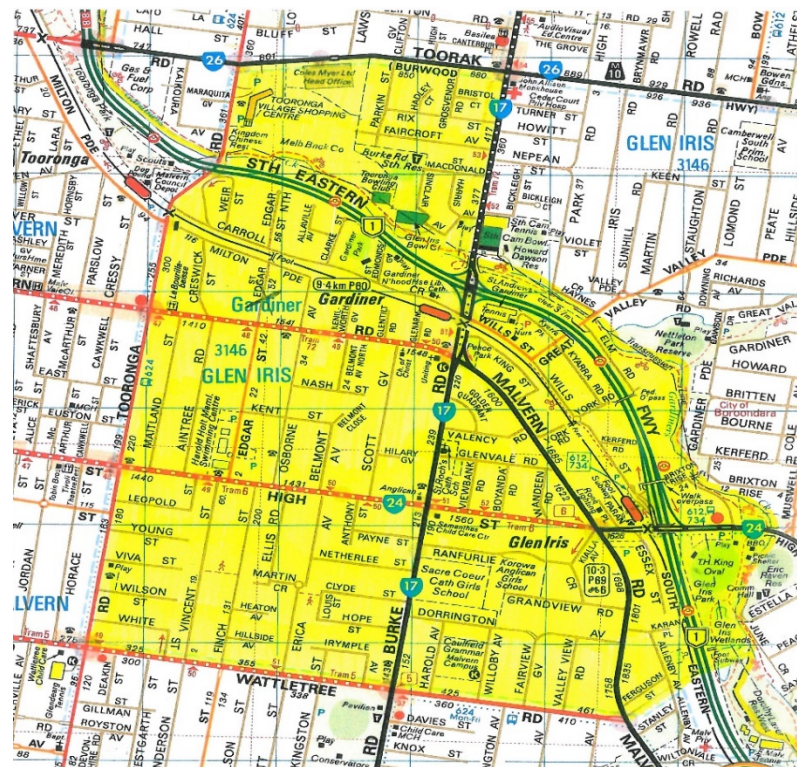
The approach to taking enrolments at St Roch's Parish Primary School is guided by the Enrolment Policy Statement of the Archdiocese of Melbourne as recorded in the Education Policy Manual of the Catholic Education Commission of Victoria. An important recommendation in the Archdiocesan policy is that schools be mindful of maintaining a strong Catholic identity.

CATCHMENT AREA FOR THE SCHOOL

For the purpose of enrolment, the school catchment is the parish or group of parishes, as defined by the Catholic Education Melbourne (CEM), from which the school draws the majority of its enrolments and to which the school gives priority of enrolment.

For the majority of primary schools this will be the parish to which the school belongs. In those parishes with more than one primary school the catchment for each school is determined by the parish in consultation with CEM.

St Roch's Parish Boundaries



St Roch's Enrolment Priority

The order of priority is:

1. Siblings of children already enrolled in the school are given priority.
2. Catholic children who are residents of the parish.
3. Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest.
4. Catholic children from other parishes (for pastoral reasons).

Please note: Families wishing to enrol their child from other parishes need to have spoken and visited their local Parish Primary School before enrolment is accepted.

5. Children from non-Catholic Eastern churches who reside in the parish.
6. Children from non-Catholic Eastern churches who reside outside the parish.
7. Other Christian children who reside in the parish.
8. Other Christian children who reside outside the parish.
9. Non-Christian children who reside in the parish.
10. Non-Christian children who reside outside the parish.

As per Archdiocesan "List of Enrolment Priorities for Catholic Primary Schools" (Enrolment Policy Review Report Catholic Education Office Archdiocese of Melbourne).

IMPLEMENTATION PROCESS

Advertisements for Open Days are placed into the school newsletter, church bulletin and local kindergartens and on billboards within the St Roch's boundary area.

School tours are conducted in Term 1 and Term 2 and are welcomed throughout the year. Appointments for private school tours can be arranged by contacting the St Roch's Parish Primary School Office.

A record of all enquiries is made on an Enquiry Form which is filed in the Enrolment Folder and reviewed regularly. If there is an enquiry for an immediate start (i.e. a mid-year enrolment from another school), and the student meets the enrolment criteria, the interview process begins as soon as practicable.

Students enrolling at all year levels are required to provide copies of their birth certificate, an immunisation certificate, latest kinder/school report, as well as a Baptismal certificate, where applicable.

Parents are given an Application for enrolment form when enquiring, and at open days. This information can be emailed and is available from the school office. Please phone the school office on 9885 7704 between the hours of 8.30am and 4.00pm, Monday to Friday during the school term.

Enrolment interviews are scheduled over a one to two week period in May in the year prior to children commencing school. Parents and the child (or children) are invited to attend the interview with the Principal and the Deputy Principal.

If a child has special needs it may be necessary to convene an Enrolment Support Group involving the parents, Principal, Learning Diversity Leader and other appropriate health/education professionals. This group would discuss the ability of the school to meet the needs of the child and the ability of the child to meet the requirements of the school.

At the end of May, successful applicants will receive an email with a letter of offer. Other applicants will be offered the opportunity to be placed onto our waiting list. A non-refundable deposit of \$500.00 is required to confirm the applicants' enrolment. Within the \$500.00 deposit amount, \$400.00 will be deducted from the students' school fees and a \$100.00 administration fee.

Parents whose children will attend St Roch's are required to attend:

- A parent information night for parents of Prep children held in Term 4.

Children are required to attend:

- Two transition sessions for Prep children to familiarise them with their teachers, classroom, students and the school.

EVALUATION

Evaluation of this policy and the process will occur every three years or as required. Evaluation will be conducted by the Parish Priest and the Principal and will be presented at a School Education Board meeting.

DATE OF RATIFICATION:

13 March 2019

DATE OF REVIEW:

March 2022

*All students attending St Roch's Parish Primary School have the right to feel safe.
The care, safety and wellbeing of children and young people is a fundamental responsibility of all within our school.*