

Ss Peter & Paul's School, Doncaster East	System Update: 15.01.2018	
Version 0.1	Date of Next Review: 15.01.2022	

Enrolment Policy

Rationale

The Catholic Education Commission of Victoria Inc. (CECV) encourages all Catholic parents to seek a place in a Catholic school for their students. The enrolment process ought to be fair and ideally a positive experience for the prospective student and his or her parents or guardians.

Purpose

The purpose of this policy is to describe the criteria for enrolment at the school, that is who are eligible to apply for a place at the school, and to describe the processes that apply to those seeking enrolment.

Implementation

- Parents and students wishing to enrol will be interviewed by the Principal on behalf of the Canonical Administrator. Before any enrolment can be confirmed, it must receive the endorsement of the Canonical Administrator, in accordance with their duties under Canon Law.
- 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 the school can provide effective teaching for the special needs of their students. The school 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.
- By law, children must turn five by the 30th April of their first year of school. The "Early Enrolment Policy" is to be referred to when parents seek enrolment for a child of a younger age.
- Students of all 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.
- Students of all Faiths will be expected to participate fully in all aspects of the school life.
- 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.

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- All information gathered during the enrolment process will be maintained according to the Privacy Act 2000.

Order of Acceptance

- Children with brothers and sisters already enrolled
- Catholic children who are parishioners of Ss. Peter & Paul's Parish
- Children of Catholic parents who are parishioners of Ss. Peter & Paul's Parish
- Children of "parishioners" who live outside the parish boundary
- Children of Catholic parents resident outside the parish boundaries
- Children of Christian families living within the parish boundary
- Children of Christian families living outside the parish boundary
- Children of non-Christian families living within the parish boundary within the maximum amount allowed by Catholic Education Commission of Victoria policy
- Children of non-Christian families living outside the parish boundary within the maximum amount allowed by Catholic Education Commission of Victoria.
- Full fee paying students

In the event that enrolments cannot be accepted from all in one category preference will be given to a Catholic child

Procedures for Prep Enrolment

Parents wishing to enrol their child at Ss Peter & Paul's should complete an application form and submit it by the advertised due date. A non-refundable enrolment fee of \$50 is payable on submission of form. An appointment will be made for an interview with the Principal and Parish Priest

Enrolment places will be offered in accordance with the priority order and acceptance of a place is confirmed by the payment of \$150 deposit which is credited against the first year's school fees. This is non refundable if parents do not proceed with the enrolment.

After enrolment is confirmed, parents of students will be invited to an Information Evening at which all relevant details will be imparted

In addition to the Information Evening, it is usual practice for newly enrolled students of Preparatory class to attend Orientation sessions.

Enrolment at all other levels

Parents wishing to enrol their child at Ss. Peter & Paul's should complete an application form. The enrolment is to be confirmed after an interview has been arranged with the Principal if places are available at that year level. Special consideration may be given to students moving from another Catholic school due to family relocation.

Enrolment of full fee paying students

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Enrolment can be offered to a full fee paying student where a vacancy exists.

Ratified by Ss Peter and Paul's School Advisory Board March 2012