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**ST DAMIAN’S BUNDOORA**

**ENROLMENT POLICY**

At St Damian’s School, we hold the care, safety and wellbeing of all students at our school as a central and fundamental responsibility of our School. This document provides an outline of the procedures followed when application is made for enrolment.

*Catholic schools have a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, their voices are heard and they are safe and feel safe (CECV Commitment Statement to Child Safety).*

**RATIONALE**:

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ… the first priority of a Catholic school is the provision of a Catholic education for Catholic children. This policy supports the special relationship that continues to exist between the Catholic Church and the non-Catholic Eastern Churches.

CEOM Policy 2.4 Enrolment for Schools in the Archdiocese of Melbourne

**AIM**

To implement an efficient process of enrolment that complies with Catholic Education policies and Government legislation

**IMPLEMENTATION**

· This policy will be implemented in a manner consistent with Catholic Education Melbourne (CEM) Policy 2.4 Enrolment for Schools in the Archdiocese of Melbourne.

· All enrolments will require the completion of the St Damian’s School Enrolment Form with details entered onto the school’s administration student data base.

· To inform parents about school programs and practices regular tours of the school will be held. The tours will be approximately one hour. Tour dates will be listed on the school website.

· Students enrolling at the school will be required to provide proof of age, a School Entry Immunisation Certificate, a Baptism Certificate and an Australian Visa (if applicable).

· It is a legal requirement to provide a School Entry Immunisation Certificate when enrolling a child in primary school in Victoria.

· It is necessary to obtain a copy of the student’s Australian visa, as the category of visa a student is on has implications for the inclusion of the student on the School Census.

· St Damian’s School is not registered to enrol Full-Fee Paying Overseas Students (FFPOS).

**Foundation Enrolments**

● School Tour - Parents intending to enrol their child at the school are encouraged to attend a school tour.

● Children who turn 5 on or before 30th April are eligible to enrol. Foundation enrolments are open at St Damian’s Primary School, Bundoora from the beginning of February in the year prior to commencing school.

● Enrolment Form - All children seeking enrolment will receive an enrolment form once enrolments are open.

● Places Offered - After consideration of the enrolment priorities (see Appendix) letters offering places will be posted on 31st May with confirmation of acceptance due within two weeks. Those children who were not offered a place will be placed on a waiting list and parents advised.

● If a child who has been offered a position is repeating 4 year old kinder their application will be held over to the following year and will be considered within the guidelines of this policy and the enrolment priorities. Parents will be informed of this process before they make a final decision.

● Confirmation of Acceptance by Parents - A confirmation of acceptance of Foundation placement is due by early June together with a non refundable enrolment fee of $100 to secure and hold the place. $100 is subsequently deducted from the student’s school fees.

● Available Places Offered - After mid June, if places are available, they will be offered to children on the waiting list, taking into consideration the enrolment priorities (see Appendix). Confirmation of acceptance will be required within one week.

● Enrolment forms are available from the School Office. Forms will be posted out if required.

● Applications received after places have been finalised and the closing date has passed will not be offered a place unless there are positions available.

**Enrolments other than Foundation Intake**

● Enquiries from interested parents are welcome during the school year by contacting the school office.

● After consideration of class sizes, pending enrolments and enrolment priorities (see Appendix) places will be offered at the Principal’s discretion. Decisions will be made consistent with the most recent Certified Agreement.

Evaluation of the Enrolment Policy will take place when necessary. This policy was reviewed in 2018. The next review will be in 2021

**Reference:**

1. Catholic Education Office Melbourne (CEOM) Policy 2.4 Enrolment for Schools in the Archdiocese of Melbourne 2009

2. School Entry Immunisation Certificate http://hnb.dhs.vic.gov.au/dsonline/dsarticles.nsf/pages/School\_Entry\_Immunisation\_Certific ate ?OpenDocument

**APPENDIX**

**Enrolment Priorities**

The following list provides an agreed order of priority for enrolment in Catholic primary schools in the Archdiocese. The order of priority is:

1. Catholic children who are residents of the Parish.

2. Catholic children who do not reside in the Parish but are recognised as parishioners by the Parish Priest.

3. Catholic children from other Parishes (for pastoral reasons).

4. Children from non-Catholic Eastern churches who reside in the Parish.

5. Children from non-Catholic Eastern churches who reside outside the Parish.

6. Other Christian children who reside in the Parish.

7. Other Christian children who reside outside the Parish.

8. Non-Christian children who reside in the Parish.

9. Non-Christian children who reside outside the Parish.

NB. Siblings of children already enrolled in the school will be given priority.