



St Francis of Assisi  
PARISH PRIMARY SCHOOL

## ENROLMENT POLICY

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### Rationale

Catholic Education is based on an educational philosophy in which faith, culture and life are brought into harmony. Once a child becomes a member of the Catholic Church through baptism, the parents and the church have a commitment to its new member. One of the obligations is to give the child the opportunity to be educated as a Catholic.

### Aims

- To provide an efficient and clear process of enrolment that satisfies the needs of both students, parents and the school.

### Implementation

- Parents must seek application to enrol at St. Francis of Assisi through the Parish Priest.
- A criterion for enrolment of a Catholic student in the parish school is that the student is a resident of the parish.
- Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30<sup>th</sup> April of that year) and an immunisation certificate.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- A child who is under the minimum age of enrolment can be enrolled only in very special circumstances. (Refer to CEM Policy 2.12)
- Other parents seeking early age entry for their children must make a written application to the Principal who will contact Catholic Education Melbourne.
- Information regarding the enrolment of overseas students can be obtained from the Department of Education and Training- International Studies Unit (03) 9637 2202
- Students with Disabilities and Impairments will be enrolled along with all other eligible children.
- Students will be allocated to classes according to a combination of class size and student need and principal discretion.
- Upon enquiry, parents are provided with information
- An Information Evening is provided annually for parents interested in enrolling their pre-school child.

### Enrolment Priorities

There is an agreed order of priority for enrolment. The order of priority is:

1. Siblings of children already enrolled at the school will be given priority.
2. Catholic children who are residents of the parish.
3. Catholic children who reside outside the parish.
4. Children from Non-Catholic Eastern churches (i.e. Greek Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox who reside inside and outside the parish.
5. Other Christian and Non-Christian children who reside inside and outside the parish.