



Enrolment Policy

Rationale

We believe that Catholic children have the right to an education in a Catholic School and that the Catholic School is the most appropriate means of ensuring the overall education of Catholic children. Therefore, at St Paul's (SPPS) the Mission and Vision Statements and policies of the school will always consider the education of the whole child and enrolments will be based on these understandings.

Policy Statement

SPPS embraces the mission of the Church by welcoming the enrolment of all students and families who share their vision and educational philosophy.

Criteria for Enrolment

The following list provides the order of priority for enrolment at SPPS:

1. Catholic children from existing families
2. Other Christian children from existing families
3. New Catholic children from Sacred Heart Parish
4. New Catholic children from outside the parish, ensuring consultation as required.
5. Other Christian children who reside in the parish.
6. Other Christian children who reside outside the parish.
7. Non-Christian children who reside in the parish.
8. Non-Christian children who reside outside the parish.

Note: Siblings of children already enrolled in the school are given priority.

Conditions of Enrolment

1. Enrolment at SPPS is not automatic, but is subject to the above criteria, to the availability of places and to the discretion of the Parish Priest and school Principal.
2. 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 SPPS can provide effective teaching for the special needs of their students. SPPS 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. (Appendix 1 & 2).
3. In the process of enrolment, parents are asked to disclose relevant information by completing the Enrolment Application Form and submitting relevant documents. Failure to disclose accurate information concerning the child may negate enrolment, or continuance of enrolment.
4. There is an expectation that parents support the school, commit to the payment of fees and assist the school through the avenues open to parents.
5. If families experience financial constraints that could prevent them from meeting the expectations of school fees they are asked to discuss the matter with the Principal.

VRQA 2.2	Enrolment Policy	Developed & Ratified: 02/03/2017	Last Review/Revision: 17/05/2017	Next Review: 2020
----------	------------------	----------------------------------	----------------------------------	-------------------

6. Students of other Faiths will be expected to participate fully in all aspects of the school life. Students enrolled in the school will not be excluded from Religious Education classes, Sacramental Programs and School Liturgies regardless of perceived faith commitment of the parents.
7. Parents and students wishing to enrol at SPPS, will be interviewed by the Principal on behalf of the Canonical Administrator.
8. For children who are currently attending other schools and seek enrolment at SPPS, there is an expectation that parents discuss their reasons with their current principal prior to any consideration of transferring.
9. Catholic schools seek to actively engage families and carer's as partners in their child's education process and the life of the school in an atmosphere of co-responsibility and co-accountability.

By law, children must turn five by the 30th April of their first year of school.

Relevant Legislation

This policy has been developed in accordance with, and with consideration of relevant legislation, guidelines, policies and procedures pertinent to the issue including and not limited to:

- BDSAC Ballarat Diocesan Enrolment Policy 2015

VRQA 2.2	Enrolment Policy	Developed & Ratified: 02/03/2017	Last Review/Revision: 17/05/2017	Next Review: 2020
----------	------------------	----------------------------------	----------------------------------	-------------------

APPENDIX 1

Relevant legislation to be considered when enrolling students in Catholic Schools

The Victorian Education and Training Reform Regulations 2007. The regulations impose a requirement on a registered school to have a clearly defined enrolment policy that complies with all applicable State and Commonwealth laws. Referred therein is the main legislation affecting school enrolments. Each school must be familiar with the relevant provisions of this legislation and, if appropriate, prepare policies for administration and enforcement of relevant procedures.

Equal Opportunity Act 1996 (Vic). This legislation prohibits discrimination by an educational authority against a person in deciding who should be admitted as a student, in the terms on which the authority admits a person as a student, or by refusing or failing to accept the person's application for administration as a student. However, an exception is provided for an educational authority that operates an educational institution wholly or mainly for students of a particular sex, religious belief, age or age group, such that it may exclude from that institution people who are not of the particular sex, religious belief, age or age group. All other discrimination in enrolment of students is prohibited.

Disability Discrimination Act 1992 (Cwlth). Under this federal legislation, discrimination based on disability is unlawful. It applies to school authorities and their employees. The definition of disability is broad and includes physical, intellectual, psychiatric, sensory, neurological or learning disability, physical disfigurement, and the presence in the body of a disease-causing organism. Relevant for enrolments, it is unlawful for an educational authority to discriminate against a person on the ground of the person's disability, or a disability of any of the other person's associates, by refusing or failing to accept the person's application for admission as a student; or in the terms and conditions on which it is prepared to admit the person as a student. However, it is not unlawful to refuse or fail to accept a person's application for admission as a student in an educational institution where the person, if admitted as a student by the educational authority, would require services or facilities that are not required by students who do not have a disability and the provision of which would impose unjustifiable hardship on the educational authority.

Privacy Amendment (Private Sector) Act 2000 (Cwlth). This legislation governs how schools must handle personal information collected as part of the enrolment process. Schools will have adopted a Privacy Policy to reflect their acts and practice in management of personal information in compliance with the legislation. Schools should also determine what is the necessary information for collection, provide information about collection and, where necessary, obtain consents to the collection, use and disclosure of that information. For these purposes, schools should include in enrolment forms an information collection notice, which should also be contained in the school's Privacy Policy and where applicable should be located on the school's website.

Enrolment of students with additional learning needs

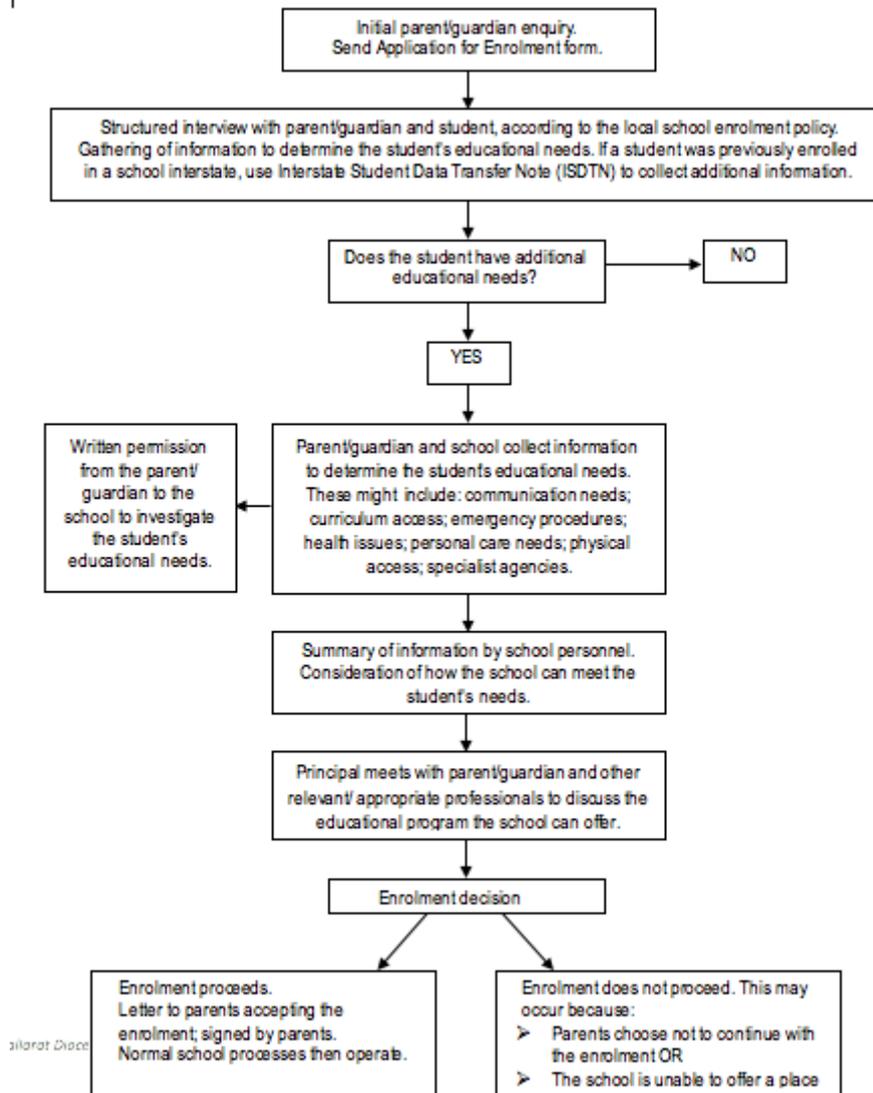
Catholic schools are expected to welcome parents who wish to enrol a child with additional learning needs and do everything possible to accommodate the child's needs. The process for enrolling students with special needs should be the same as that for enrolling any student, and should conform to the Enrolment Process. Primary and secondary schools should collaborate to ensure coordination and consistency of policy and processes. Schools are required to comply with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning needs in a Catholic school.

VRQA 2.2	Enrolment Policy	Developed & Ratified: 02/03/2017	Last Review/Revision: 17/05/2017	Next Review: 2020
----------	------------------	----------------------------------	----------------------------------	-------------------

APPENDIX 2

School Enrolment Procedures in the Diocese of Ballarat

To ensure consistency and transparency in the enrolment of students in the schools of the Diocese of Ballarat, it is suggested that the following procedures for enrolment are implemented by all schools.



VRQA 2.2	Enrolment Policy	Developed & Ratified: 02/03/2017	Last Review/Revision: 17/05/2017	Next Review: 2020
----------	------------------	----------------------------------	----------------------------------	-------------------