



# Enrolment Policy

Reviewed 2017

## **Rationale:**

St Mary's is open to all who are willing to commit to the philosophy, values and aims of our school. All children enrolling at our school are provided a transition that enables them to become part of our school.

## **Relevant Vision Statements:**

- In fostering open and supportive partnerships with families as the primary educators of their children.
- In providing a safe learning environment where each child's unique potential is nurtured and developed.
- In educating the whole child to become a life-long learner through commitment to academic excellence.

## **Aims:**

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

## **Implementation:**

- All children who are eligible to attend a school are welcome to attend our school.
- No student will be refused enrolment because of a family's inability to pay all or part of the school's fees.
- Students enrolling at our school as part of a foundation intake will be required to provide proof of age (indicating that they have/will 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.
- The enrolment of students with special needs should be considered in the light of the relevant laws and the policies, guidelines and protocols of the Catholic Education Commission Victoria and the Sandhurst School Education Board.
- The Principal may contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate and to discuss any academic or behavioural matters.
- The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.
- All families are asked to make a commitment to support the school financially through the full or part payment of school fees and levies as recommended by the Catholic Education Office and as set by the School Board. The inability to make a commitment to or to pay fees will not exclude students from the enrolment. The availability of school fee relief, to families who may be unable to pay fees, is to be communicated to all

families at the time of enrolment and throughout the school year when fee statements are sent home.

- All families must respect and support the Catholic nature and practice of the school. This includes participation in the formal Religious Education program and liturgical life at St Mary's School.
- Students will be allocated to classes according to a combination of class size and student need.

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.