



St Kilian's Primary School ENROLMENT POLICY & PROCEDURE

Rationale

Once a child becomes a member of the Catholic Church through Baptism, the parents and the Church have a commitment towards its new member. One of the obligations is to give the child the opportunity to be educated as a Catholic.

Basic Beliefs

- Baptised children have the right to a Catholic School Education
- Once enrolled all children will be expected to participate in all classroom curriculum programs
- Sacramental Programs will involve all children, but the reception of sacraments will only involve Catholic children
- The enrolment of any baptised child will be considered, regardless of background or circumstances
- Children who are not baptised may be considered for enrolment
- Only children who comply with age requirements for entry to school will be enrolled in Prep
- If enrolment numbers permit, St Kilian's School will accept enrolments from pupils residing anywhere within the district of Bendigo.

Aims

To ensure all children, baptised as Catholics, have the opportunity for a Catholic School Education.

Acceptance Criteria

The following criteria should guide the prioritising of enrolments where available places are exceeded by the number of applications.

- 1) Siblings of children already enrolled in St Kilian's School.
- 2) Children baptised in the Catholic faith who are members of St Kilian's Parish.
- 3) Children baptised in the Catholic faith from other parishes which do not have a primary school or where the designated parish primary school has no vacancies.
- 4) Children of other Christian Churches who attend a Christian school and, with their parents, respect and agree to support the Catholic mission of the school including the religious education it offers for their children.
- 5) Children of other Christian Churches and other faiths, who, with their parents respect and agree to support the Catholic mission of the school including the religious education it offers for their children.
- 6) Children, who with their parents, respect and agree to support the Catholic mission of the school including the religious education it offers for their children.
- 7) At the discretion of the Canonical Administrator and/or Principal.
- 8) Consideration will be given to children in special circumstances eg. children from families on visas such as refugee, FFPOS or sponsored work visas.

Enrolment Procedure

- Prep enrolments will be advertised in Term 2.
- Families are invited to attend a Parent Information evening and Open Day held in Term 2. (usually near Catholic Education Week in May)
- Information packs are made available at the Information Evening and Open Day including an Application for Enrolment.
- Application for Enrolment is to be completed by parents and returned to the school by a given date. This is to be accompanied with copies of Baptism, Birth and Immunisation Certificates.
- If applicable, a copy of Court Orders in relation to parental responsibility must also be provided.
- Offers of successful enrolment will be notified by Principal in writing at the end of Term 3.
- Principal will hold interviews parents and their child during Term 3.
- Transition days are held in November and December of Term 4.
- Enrolments may take place throughout the year. New families will be interviewed by the Principal or in his absence the Deputy Principal. An Information pack will be mailed to enquiring families or given to them at the time of their interview.
- Parents transferring from other schools need to advise their former school so that a transfer note can be processed.
- Due to increasing enrolments, potential enrolment figures will be discussed at both Staff, Consultative Committee and School Board level with advantages and disadvantages identified. Both groups will be asked for recommendations.
- When a family has made the decision to transfer from St Kilian's School, parents are requested to make an appointment with the Principal to discuss reasons for leaving the school.

Administration Procedures

- Enrolment Register is kept recording family and student details for all inquiries.
- Families are sent up to date information in regard to dates and times of all aspects of the enrolment and transition processes.
- An up to date spreadsheet for the following year is maintained to advise Principal of grade numbers, students transferring and students enrolling in other grades.

Evaluation

- Enrolment Policy to be reviewed at the beginning of Term Two each school year by the School Board.

Ratified by School Board: June 2005
Reviewed: May 2018 School Board
Next Review: May 2019

Reference: SSCB 2013 Enrolment Policy