After careful consideration of the Archdiocese of Melbourne’s Enrolment Policy for Catholic Schools and the need of both the School and community, the following enrolment policy aims to establish a selection procedure based on justice and the spiritual needs of the children and their families.

The Parish Primary School sees itself as a centre of education for children from families who espouse Christian values and lifestyle. It places value on the growth of individuals, provides support for the family and promotes the development of community spirit.

**Rationale**

All children enrolling in Mother of God Catholic Primary School deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

This policy ensures that Catholic students have access to a Catholic education, complies with Victorian government legislation and authority, in keeping with Archdiocesan policy and principles of fairness and access.

**Aims**

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

**Implementation**

**Places are offered to Catholic families in the following order of preference:**
- To those families with a sibling at the school already.
- To families who reside within parish boundaries.
- Families residing outside parish boundaries. (Please call at office if you are unsure of residency status.)
Enrolment of Non Catholic Students

Applications on behalf of non-Catholic children will be considered, if there are vacancies. However, due consideration and thought must be given to the possibilities of Catholic families moving into the parish during the year and wishing to continue their children’s education in the parish school. Enrolment of non-Catholic children will occur after:

1. The reasons for sending the child to a Catholic School are related to the development of faith and not just for a better education/discipline reasons, etc.
2. The parents agree that the child will participate in all school activities, including R.E. lessons, prayer, worship, etc.
3. The parents are informed of the possibility of conflict occurring because of differing expectations of our school and those experienced at home.

Our current enrolment policy is as follows:-

- All applicants must return the application form on or before the due date as indicated on the Enrolment Form.

Enrolment Procedures for Preps

- Enrolments for the next year commence in March.
- Open Days will be held during March and April for all parents with children eligible to commence school the following year.
- On submission of an enrolment form, an enrolment deposit is to be paid. This amount will be deducted from the account for fees for the following term.
- Separate interviews are conducted by the Principal and are arranged by the School Administration Officer. These take place during June. Offers of places are posted out and acceptances required to be returned by the end of June.
- Parents have an opportunity to visit the school and classroom, collect information regarding enrolment and also speak to staff, students and when available, parents at the Open Days.
- On offer of enrolment and confirmation by the parent/guardian, the parent/guardian signs an agreement to accept and abide by, the policies and programs of the school.
- Students enrolling at our school as part of a Prep intake will be required to provide:
  - A birth certificate or passport providing proof of age. (Indicating that they have turned 5 years of age by the 30th April of that year)
- An immunisation certificate.
- A baptismal certificate (Catholic/Orthodox and Other Christian faiths)

- 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.
- Other parents seeking early age entry for their children must make a written application to the Director of Catholic Education Melbourne.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. A concern relating to resourcing levels is in itself insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Director of Catholic Education Melbourne.
- All enrolments will require the completion of the confidential student information Enrolment Form for Mother of God Catholic Primary School.
- Parents provide permission for the Principal or her/his delegate to contact the Director of the Pre-School or Principal of the previous school of students seeking enrolment/transfer to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate, if enrolling, and to discuss any academic or behavioural matters. The principal has the authority to defer admission for one school day in order that enquiries to the previous school are carried out in the interests of the student.
- 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.
- Other parents seeking early age entry for their children must make a written application to the Director of Catholic Education Melbourne.

**Evaluation**

This policy will be reviewed as part of the School Improvement Plan or as necessary in relation to Parish requirements.

This policy is written in keeping with the sector authorities’ enrolment policy and procedure. For further reference: Catholic Education Office Melbourne, Enrolment for Schools in the Archdiocese of Melbourne, Policy 2.4

[www.ceom.catholic.edu.au](http://www.ceom.catholic.edu.au)

*Reviewed: April 2011*