



St Christopher's Primary School

5 Doon Avenue, Glen Waverley Vic 3150 P (03) 9803 0011 F (03) 9803 0504

E principal@scsyndal.catholic.edu.au W www.scsyndal.catholic.edu.au

ABN: 50 860 926 569

Enrolment Policy

Purpose

The purpose of this policy is to describe the criteria for enrolment at St Christopher's School, who is eligible to apply for a place at the school, and to describe the processes that apply to those seeking enrolment.

Rationale

The first priority of the Catholic school is the provision of a Catholic education for Catholic children. Catholic schools contribute to the Church's mission to proclaim the Good News of Jesus Christ. St Christopher's Enrolment Policy is consistent with Catholic Education Melbourne (CEM) Policy 2.4 Enrolment for Schools in the Archdiocese of Melbourne.

Principles

Inclusiveness

Catholic schools are established primarily for Catholic children. St Christopher's school strives to be open and welcoming to all Catholic students, regardless of their background, and do everything reasonable to accommodate each student's individual needs. Our school extends particular assistance to children who are poor, disadvantaged or considered most at risk. When appropriate, St Christopher's school welcomes the enrolment of children of other Christian traditions and non-Christians. However, the priority system below will be followed.

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 the school can provide effective teaching for the special needs of their students. The school 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).

Parental Responsibilities

Parents are the first educators of their children. By enrolling their child in a Catholic school, parents enter into a partnership with the school to promote and support their child's education, in particular their education in faith. It is the parents' responsibility to support the school in furthering the spiritual and academic life of their child.

- Parents of prospective students will be required to demonstrate that their child has received required immunisation, or have necessary documentation stating why they have not participated in the program.



St Christopher's Primary School

5 Doon Avenue, Glen Waverley Vic 3150 P (03) 9803 0011 F (03) 9803 0504

E principal@scsyndal.catholic.edu.au W www.scsyndal.catholic.edu.au

ABN: 50 860 926 569

- Parents are required to provide particular information about their child during the enrolment process, both at the application stage and if the school offers the child a place. The information collected is required for the school to meet its duty of care obligations and to satisfy government requirements.
- Payment of the annual School Fees and Levies is expected of all parents as an indicator of their commitment to the school and Parish unless special arrangements have been made with the Parish Priest and the Principal.
- All information gathered during the enrolment process will be maintained according to the Privacy Act 2000.

Criteria for Enrolment

Parents wishing to enrol their child are welcome to lodge a completed enrolment form available on the school website or from the school office. Please note that lodgement of the Enrolment Form does not guarantee enrolment at the school.

Children from all families prepared to support Catholic ideals and principles may be considered for enrolment. When assessing enrolment applications, the following priority system will be used:

1. Catholic children who are residents of Syndal Parish.
2. Catholic children who do not reside in Syndal Parish but are recognised as parishioners by the Parish Priest.
3. Catholic children from other parishes (for pastoral reasons).
4. Children from non-Catholic Eastern churches who reside in Syndal Parish.
5. Children from non-Catholic Eastern churches who reside outside Syndal Parish.
6. Other Christian children who reside in Syndal Parish.
7. Other Christian children who reside outside Syndal Parish.
8. Non-Christian children who reside in Syndal Parish.
9. Non-Christian children who reside outside Syndal Parish.

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

- Students of parents who are non-Australian residents may be considered for enrolment provided:
 - ✚ They hold a current visa type that deems them eligible to be enrolled in a Victorian school
 - ✚ the school can offer the enrolment without a negative impact on class sizes and school resources



St Christopher's Primary School

5 Doon Avenue, Glen Waverley Vic 3150 **P** (03) 9803 0011 **F** (03) 9803 0504

E principal@scsyndal.catholic.edu.au **W** www.scsyndal.catholic.edu.au

ABN: 50 860 926 569

- ✚ the offer is accompanied by the full payment of the appropriate school fees and levies one year in advance

Register of Enrolments

A *Register of Enrolments* containing all necessary information will be maintained at the school. Administration staff will run a general update at the beginning of each academic year and adjustments will be made throughout the year as needed.

References

Catholic Education Office of Melbourne Policy 2.4 Appendix 4
Enrolment Policies and Procedures in Schools

Evaluation

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

Ratification

This policy was last ratified by the Parish Education Board in August 2020



St Christopher's Primary School

5 Doon Avenue, Glen Waverley Vic 3150 P (03) 9803 0011 F (03) 9803 0504

E principal@scsyndal.catholic.edu.au W www.scsyndal.catholic.edu.au

ABN: 50 860 926 569

APPENDIX 1

Relevant legislation to be considered when enrolling students in Catholic Schools

The Victorian Education and Training Reform Regulations 2017. 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 2010 (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.



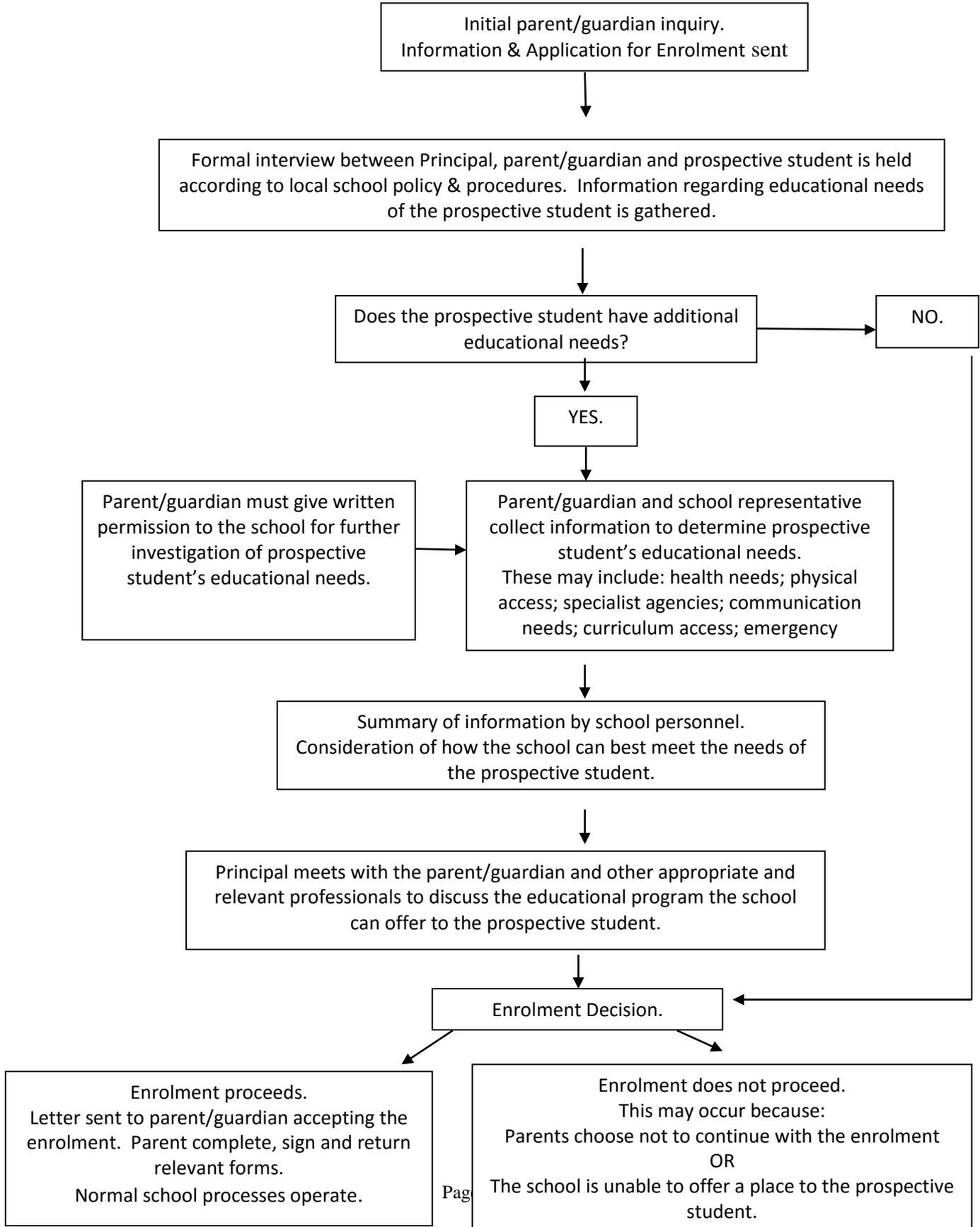
St Christopher's Primary School

5 Doon Avenue, Glen Waverley Vic 3150 P (03) 9803 0011 F (03) 9803 0504

E principal@scsyndal.catholic.edu.au W www.scsyndal.catholic.edu.au

ABN: 50 860 926 569

APPENDIX 2 – The Enrolment Process



In Faith We Live, Love and Learn