



# ST JOSEPH'S PRIMARY SCHOOL ENROLMENT POLICY

*Child Safety at St Joseph's - We are committed to ensuring the safety and wellbeing of our students, staff, and volunteers. As part of this commitment we have implemented the Victorian Child Safe Standards to help protect children and young people under the age of 18 from child abuse and neglect, including cultural safety for Indigenous children and those from culturally and linguistically diverse backgrounds, and children with a disability.*

## **Rationale:**

All children enrolling in St Joseph's Catholic Primary School deserve a seamless transition that enables them to feel part of our community as quickly and effortlessly as possible.

This policy ensures that Catholic students have access to a Catholic education, complies with Victorian government legislation, and complements the policies of the Catholic Archdiocese of Melbourne regarding the principles of fairness and access.

## **Aim:**

To provide an efficient process of enrolment that satisfies the needs of the school, its families and students.

## **Implementation:**

All parents of children who are eligible to attend a Victorian Government school are eligible to make an application for enrolment to St Joseph's. Siblings of current students will have priority.

On acceptance of an offer of enrolment, an enrolment deposit will be paid. This amount will be deducted from the account for fees for the following term.

Families will be expected to pay a family fee and a per student levy annually. However, **no family will be discouraged from applying for enrolment because of financial constraints.**

Students enrolling at St Joseph's Catholic Primary School as part of a Prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30<sup>th</sup> April in the year of enrolment) and an immunisation certificate.

A child 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.

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.

All enrolments will require the completion of the confidential student information Enrolment Form for St Joseph's Primary School.

Parents provide permission for the Principal or her/his delegate to contact the Director of the Kindergarten or Principal of the previous school of students seeking enrolments/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.

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 Improvement Plan or as necessary in relation to Parish requirements: