

St Richard's School

Kilsyth

Enrolment Policy



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Living the Gospel, Learning Together, Creating our Future

Enrolment Policy

Rationale:

The process of enrolment of students should assist both the parents and the school in determining whether enrolment at St. Richard's Primary School is appropriate.

Aims:

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

Guidelines:

The approach to taking enrolments at St. Richard's School is guided by the Enrolment Policy Statement of the Archdiocese of Melbourne as recorded in the Education Policy Manual of the Catholic Education Commission of Victoria.

The most pertinent recommendation in the Archdiocesan policy is that schools be mindful of the Catholic nature of the school and maintain a Catholic identity.

Eligibility for Enrolment

St. Richard's Catholic Primary School provides a primary school education in a Catholic setting for all eligible children of primary school age of the St. Peter Julian Eymard / St. Richard's Parish.

Enrolment Priorities:

1. Catholic children who are residents of the parish.
2. Catholic children who do not reside in the parish but belong to the parish community.
3. Catholic children from other parishes (for pastoral reasons).
4. Children from Non Catholic Eastern Churches who reside in the parish.
5. Children from Non Catholic Eastern Churches who reside outside the parish.
6. Other Christian children who reside in the parish.
7. Other Christian children who reside outside the parish.
8. Non-Christian children who reside in the parish.
9. Non-Christian children who reside outside the parish.

As per Archdiocesan List of Enrolment Priorities for Catholic Primary Schools (Enrolment Policy Review Report Catholic Education Office Archdiocese of Melbourne 2009, p. 4 – 5 Appendix 1)

Implementation Process

Advertisements for enrolment vacancies for the following year appear in the newsletter, church notices, local press and local kindergartens. Advertisements are published in Term One/Two.

School tours are conducted in Term One and welcomed throughout the year by phoning the school office.

A record of all enquiries is made on an Enquiry Form which is filed in the Enrolment Folder.

If there is an enquiry for an immediate start (i.e. a mid-year enrolment from another school), and the student meets the enrolment criteria, the interview process begins as soon as practicable.

Students enrolling at our school as part of the Preparatory intake will be required to provide proof of age e.g. Birth certificate, indicating that they have turned five years of age, by 30th April of the Preparatory year. Exemptions need to be sought from the Director of Catholic Education.

Students enrolling at all year levels are required to provide copies of an immunisation certificate and birth certificate as well as a Baptismal certificate, where applicable. A transfer note is necessary if students are transferring from another school.

Parents are given a prospectus, including an Application for Enrolment form, after visiting the school at an Open Morning and/or Pre-Prep Program mornings. This information is available from the school office. The forms will also be posted out if required. Please phone the school office: Ph. 9728-4378 between the hours of 8.30am - 4.00pm Monday to Friday, during the school term.

Enrolment interviews are scheduled over a two or three week period. Parents and the child/ren are invited to attend together. The school interview will be with the Principal and the Parish Priest.

The Parish Priest and Principal will later confer in order to confirm the enrolments.

If a child has special needs it may be necessary to convene an Enrolment Support Group involving the parents, the School Principal/Deputy Principal, the Student Services Leader and other appropriate health/education professionals. This group would discuss the ability of the school to meet the needs of the child and the ability of the child to meet the requirements of the school.

Parents are notified as to the outcome of their application for enrolment. Parents whose children will attend St. Richard's school are invited to attend a Parent Information evening and to bring their child/ren to the students' orientation morning in Term Four.

Evaluation:

Evaluation will occur every three years or as required. Evaluation will be conducted by the Parish Priest and the Principal and will be presented at a School Advisory Board meeting.

References:

CEOM Policy 2.4 Enrolment for Schools in the Archdiocese of Melbourne Appendix 1 pages 4 & 5

