



SMJ HORSHAM

STUDENT ENROLMENT POLICY

PURPOSE

This policy outlines the principles and criteria for enrolment at Ss Michael and John's Primary School Horsham. This document also includes the procedure which will be followed when enrolling a child and the criteria and basis on which places will be allocated.

DEFINITIONS

"Catholic families" – Families in which at least one parent is a Catholic or in which the child being enrolled is baptised Catholic.

RATIONALE

At Ss Michael and John's we believe that Catholic children have the right to an education in a Catholic school and that the Catholic school is the most appropriate means of ensuring the overall education of Catholic children.

Therefore at Ss Michael and John's Primary school, the Mission and Vision Statements and policies of the school will always consider the education of the whole child and enrolments will be based on these understandings. The purpose of the Ss Michael and John's enrolment policy is to provide all the stakeholders in our school and prospective students and families a clear understanding of the processes and protocols for enrolment at Ss Michael and John's Primary school. Our enrolment policy reflects a fair and consistent process for all enrolments.

POLICY STATEMENT

Catholic children living in the community of Ss Michael and John's Parish will ordinarily have a right to a place at our school providing there is one available. SMJ Horsham also welcomes the enrolment of all students and families who share their vision and education philosophy. The following enrolment principles, procedure and conditions apply to the enrolment of all students at Ss Michael and John's Primary School Horsham:

Enrolment Principles

- The Catholic Diocese of Ballarat upholds the principle that all students who are baptised Catholic or from a Catholic family wishing to enrol in a Catholic School will have an enrolment place if one is available.



SMJ HORSHAM

STUDENT ENROLMENT POLICY

- The Catholic Education Commission of Victoria (CECV) encourages all Catholic parents to seek a place in a Catholic school for their children.
- Students other than Catholics will be considered for enrolment provided this does not result in the exclusion of Catholic students. All parents will be required to give an understanding that they will respect the life, nature and identity of the school. Once enrolled these students will have the right to complete their primary education at the school.
- The Principal will consult with the Canonical Administrator on all matters pertaining to enrolment.

Enrolment Procedure and Conditions

- Ss Michael and John's Primary School will provide Catholic education that is in accordance with diocesan, state and commonwealth educational policies and standards.
- Enrolments will be allocated in the following order of priority:
 1. Children from existing families
 2. New Catholic children from residents of the Parish
 3. Catholic children from residents of other Parish areas
 4. Other Christian children who reside in the Parish
 5. Other Christian children who reside outside the Parish
 6. Non-Christian children who reside in the Parish
 7. Non-Christian children who reside outside the Parish
- All students will be expected to participate fully in all aspects of school life. Students enrolled in the school will not be excluded from Religious Education classes and School Liturgies regardless of perceived faith commitment of the parents.
- The intellectual and physical capacity of a child is not a criterion of entry to the school. Integrated children have a right to apply for a place in our school in accordance with the priorities as listed above. Children with special needs shall be considered on an individual basis. The Principal, in consultation with the Canonical Administrator and consultants from the CEOB will assess the school's capacity to provide adequate staffing resources and facilities such as to ensure that Ss Michael and John's Primary can cater for special needs of their children.



SMJ HORSHAM

STUDENT ENROLMENT POLICY

- Parents and the child they wish to enrol at Ss Michael and John's Primary School will be interviewed by the Principal, Deputy Principal or Student Wellbeing Officer on behalf of the Canonical Administrator.
- During the process of enrolment, the particular learning needs of the student will be discussed. Parent's have the responsibility to disclose factors that impact on the child's learning needs and also to disclose relevant information by completing the Enrolment Application form and submitting relevant documents. Failure to disclose accurate information concerning the child may negate enrolment or continuance of enrolment.
- There is an expectation that parents will support the school and commit to the payment of fees. If families experience financial difficulties that may prevent them from meeting required fees they must discuss the matter with the Principal. However, it is noted that as determined by Ss Michael and John's School Advisory Council, no child will be excluded from the school or school activities due to non-payment of such fees and levies.
- Students who are wishing to transfer from another school will be given the same opportunities and to follow the same guidelines as those enrolling for the first time. There is however an expectation that parents discuss their reasons for transferring upon interview with the Principal, Deputy Principal or Student Wellbeing Officer.
- All prospective students will be required to provide an immunisation history statement stating that the child is up to date with required immunisations, or have necessary documentation stating why they are not participating in the program or are up to date.
- By law, children in Victoria must have turned five by the 30th April of their first year of school.
- Catholic schools seek to actively engage families and carer's as partners in their child's education process and the life of the school in an atmosphere of co-responsibility and co-accountability.
- Enrolment at Ss Michael and John's Primary School is not automatic and is subject to the above criteria along with the availability of places and the discretion of the Parish Priest and school Principal.
- All parents/guardians will be expected to complete a Ss Michael and John's Primary School Enrolment Agreement to accept the terms and conditions of enrolment set out in the Explanatory Statement to deem an enrolment as official and complete.



SMJ HORSHAM

STUDENT ENROLMENT POLICY

RELEVANT DOCUMENTS

- SMJ Horsham School Enrolment Procedure
- SMJ Horsham Enrolment Form
- Ss Michael and John's Primary School Horsham Explanatory Statement and Enrolment Agreement

RELEVANT LEGISLATION

- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2017
- Family Law Act 1975
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2009
- The Equal Opportunity Act 2010
- The Disability Discrimination Act 1992
- The Privacy Act 2002