



SCHOOL ENROLMENT POLICY

Rationale:

Catholic Education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ.

St Luke the Evangelist Parish Primary School promotes Catholic Education as the first choice for parents in the Archdiocese of Melbourne.

Aims:

Support parents in their role as educators in faith and to work in partnership

Provide students with a catholic education where:

- prayer and liturgy are vital aspects of religious life in the school;
- the pastoral care and support programs for students, families and staff are
- based on the teachings of the Catholic Church;
- the teachings and values of the Catholic Church are paramount.

Implementation:

GUIDELINES

Age:

All children must turn 5 years of age before the 30th April in the year they commence school.

Enrolment Area:

Our Parish school has a specific area which encompasses Blackburn South. Enrolments from outside our parish boundaries must be considered on an individual basis.

Criteria:

St Luke's Advisory Board, in consultation with Father Gerard and the Principal, has agreed to follow the guidelines established by the Catholic Education Office.

ARCHDIOCESAN LIST OF ENROLMENT PRIORITIES FOR CATHOLIC PRIMARY SCHOOLS

1. Catholic children who are residents of the parish
2. Catholic children who are not residents in the parish but are recognized as parishioners by the Parish Priest
3. Catholic children from other parishes (for pastoral reasons)
4. Children from non-Catholic Eastern Churches who are residents in the parish
5. Children from non-Catholic Eastern Churches who reside outside the parish
6. Other Christian children who are residents of the parish

7. Other Christian children who are residents outside of the parish
8. Non-Christian children who are residents of the parish
9. Non-Christian children who reside outside the parish

Note: Siblings of children already enrolled in the school will be given a priority

Enrolment Process

Enrolment applications can be obtained any time in the year prior to your child entering the Prep year. Families must present a Baptism, Immunization and Birth certificate in the initial enrolment. Enrolments close on the 17th May each year.

The Principal and a staff representative will interview all families. The purpose of this interview is to meet the parents and child to be enrolled, to provide an overview of the school philosophy in the context of parish life and to answer any questions parents may have about the school.

In consultation with the Parish Priest, the Principal will offer placements to successful families in late June. Families are asked to return their acceptance slip together with a \$100.00 enrolment fee to secure their position. This amount will be deducted from the Term 1 school fees.

Orientation and Information

In Term 4, a staff member will visit the kindergartens where there are a number of children enrolled. Where only one student is enrolled a staff member will make contact with the kinder teacher.

Parental permission must be given for information to be shared about enrolled students. Information gathered from the parents, observation and kinder visits will help build a profile of the newly enrolled child and assist us in implementing the most appropriate pathway for children.

Orientation days and dates are organised for November. The children attend sessions on these days to become familiar with the school, their classrooms, staff and to meet their Year 6 buddy.

Related Policies:

CEM Policy 2.4 Enrolment For Schools In the Archdiocese of Melbourne

EVALUATION

This policy will be reviewed as part of the school's review cycle.