



## St Theresa's Primary School

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## Enrolment Policy

### Rationale

St Theresa's Parish and the Archdiocese of Melbourne through The Catholic Education Commission of Victoria Inc. (CECV) encourages all Catholic parents to seek a place in a Catholic school for their students.

### Purpose

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

### Implementation

- Parents and students wishing to enrol will be interviewed by the Principal on behalf of the Canonical Administrator. Before any enrolment can be confirmed, it must receive the endorsement of the Canonical Administrator, in accordance with their duties under Canon Law.
- 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).
- By law, children must turn five by the 30<sup>th</sup> April of their first year of school. The "Early Enrolment Policy" is to be referred to when parents seek enrolment for a child of a younger age.
- Students who meet the enrolment criteria and have turned five by the 30<sup>th</sup> April of their first year of school will not be excluded from enrolment.
- Students of other Faiths will be considered for enrolment provided it does not result in the exclusion of Catholic students. The parents of these students 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.
- Students of other Faiths will be expected to participate fully in all aspects of the school life.
- All prospective students will be required to demonstrate that they have received required immunisation, or have necessary documentation stating why they have not participated in the program.

- All information gathered during the enrolment process will be maintained according to the Privacy Act 2000.

### **School Fees**

- While it is important that parents appreciate their responsibility to pay such fees and levies as are determined by the Parish, it must be pointed out that no child will be excluded from the school or school activities, because of non-payment of such fees and levies.
- Parents will be given the opportunity to make arrangements with the Principal or Canonical Administrator for an alternate system of payment, a reduction in the amount payable, or for an exemption from paying fees if warranted by special circumstances.

### **Register of Enrolments**

A *Register of Enrolments* containing all necessary information will be maintained at the school by the Principal and School Administration Officer.

### **Selection Criteria**

It is normally expected that children will enrol in the Catholic school serving the Parish in which they reside. It is recognised that the circumstances facing schools, when making such decisions, will vary across the Diocese and from year to year and that each school needs to make allowances for its own environment and requirements.

In exceptional situations where Catholic children who reside in other parishes cannot obtain places in their local parish school, or if families request enrolment outside their local parish school, it is expected that communication will occur between the Principals (and Parish Priests) of the relevant schools.

Within the context of the above principles and procedures, the following criteria, which are listed in priority order will be used by St Theresa's Primary School when the number of enrolment applications exceed a school's available places.

**1. Catholic primary schools give priority to children baptized as Catholics and siblings of children already attending the school.**

**2. Catholic children who are members of the local parish community.**

**3. Catholic children from non-Catholic primary schools whose residential address is in the parish.**

**4. Catholic children who reside in other parishes and who could have gained enrolment in their parish school.**

**5. Children from families who belong to any Orthodox Church.**

**6. Children whose parents/guardians desire and are committed to a Catholic Education for their children.**

### **References**

**CECV, Enrolment POLICY (2016)**

**Evaluation**

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

**Ratification**

This policy was last ratified by the school principal in January 2016.

**Relevant legislation to be considered when enrolling students in Catholic Schools**

***The Victorian Education and Training Reform Regulations 2007.*** 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 1996 (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.

#### **Enrolment of students with additional learning needs**

St Theresa's welcomes parents who wish to enrol a child with additional learning needs and do everything possible to accommodate the child's needs. The process for enrolling students with special needs is the same as that for enrolling any student, and conforms to the Enrolment Process. St Theresa's School complies with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning needs.