



# Enrolment Policy

## RATIONALE

Catholic education is intrinsic to the mission of the Church. In fact Catholic education is at the very 'heart of the Church.' It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of Christ.

The Australian bishops established Catholic Schools in the 1860s as a key instrument of catechesis and sacramental preparation for Catholic children. Catholic schools continue to offer a broad and comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

St. Mary MacKillop Primary School (SMMPs) is a Catholic school primarily for Catholic children, established and owned by St. Mary of the Assumption Parish, Keilor Downs/Kealba. Our concern is to ensure access for Catholic families. However local pastoral discretion is an important element of decision-making with regard to enrolment. Therefore, whilst bearing in mind that first priority is given to Catholic children within the parish, the Parish Priest and Principal are able to exercise some pastoral discretion where they deem necessary.

This policy has been developed to ensure consistency and transparency in the enrolment process and is consistent with the Catholic Education Office of Melbourne (CEOM) Enrolment Policy.

## ENROLMENT PRIORITIES

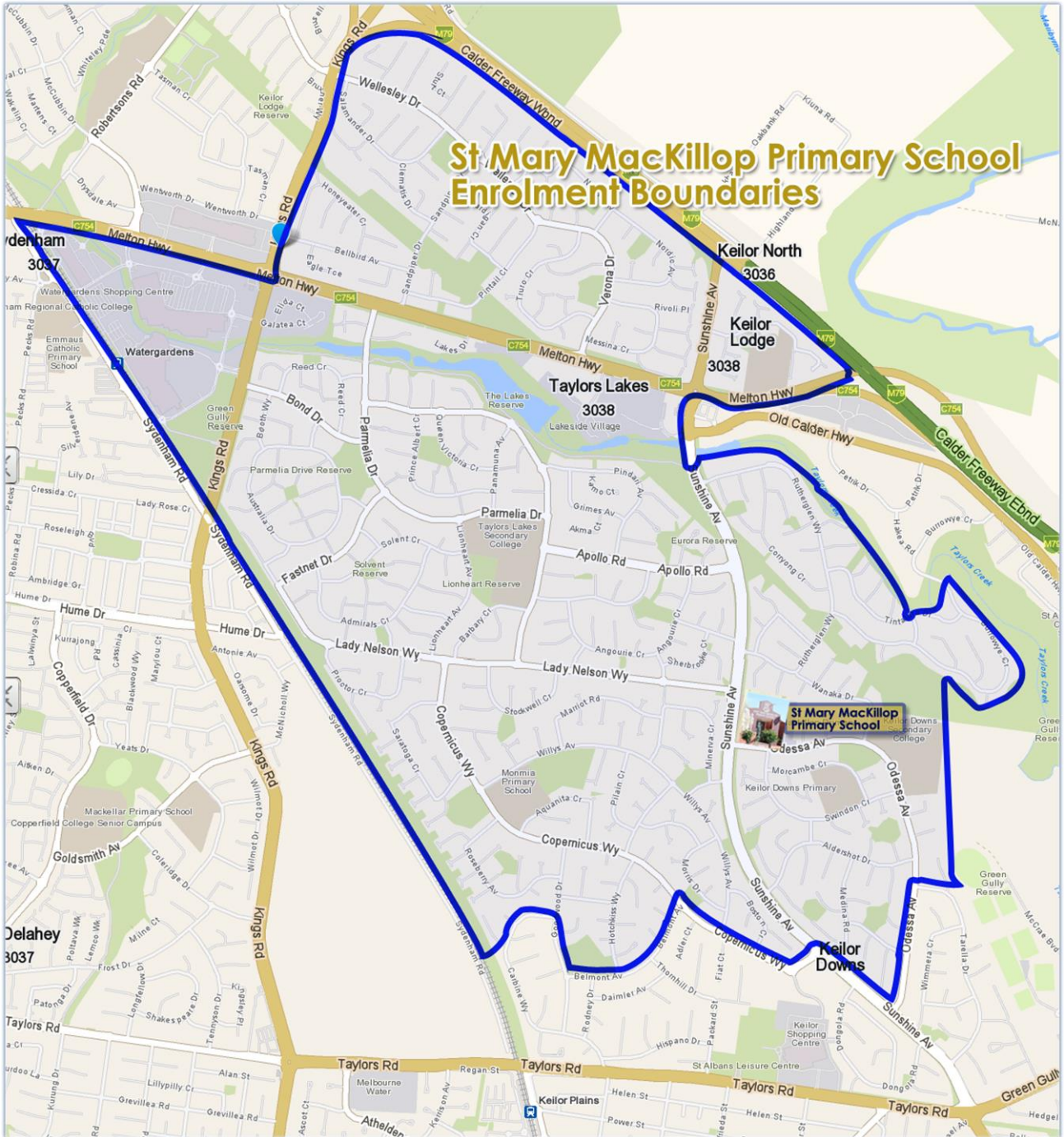
The following list provides an agreed order of priority for enrolment in SMMPs.

- Catholic children who are residents of the parish and reside within SMMPs catchment area.
- Catholic children who do not reside in the parish, but are recognised as parishioners by the Parish Priest
- Catholic children who are residents of the parish
- Catholic children from other parishes (for pastoral reasons)
- Children from non-Catholic Eastern churches who reside in the parish
- Children from non-Catholic Eastern churches who reside outside the parish
- Other Christian children who reside in the parish
- Other Christian children who reside outside the parish
- Non-Christian children who reside in the parish
- Non-Christian children who reside outside the parish.

**NOTE: Siblings of children already enrolled in the school are given priority.**

# PARISH BOUNDARIES

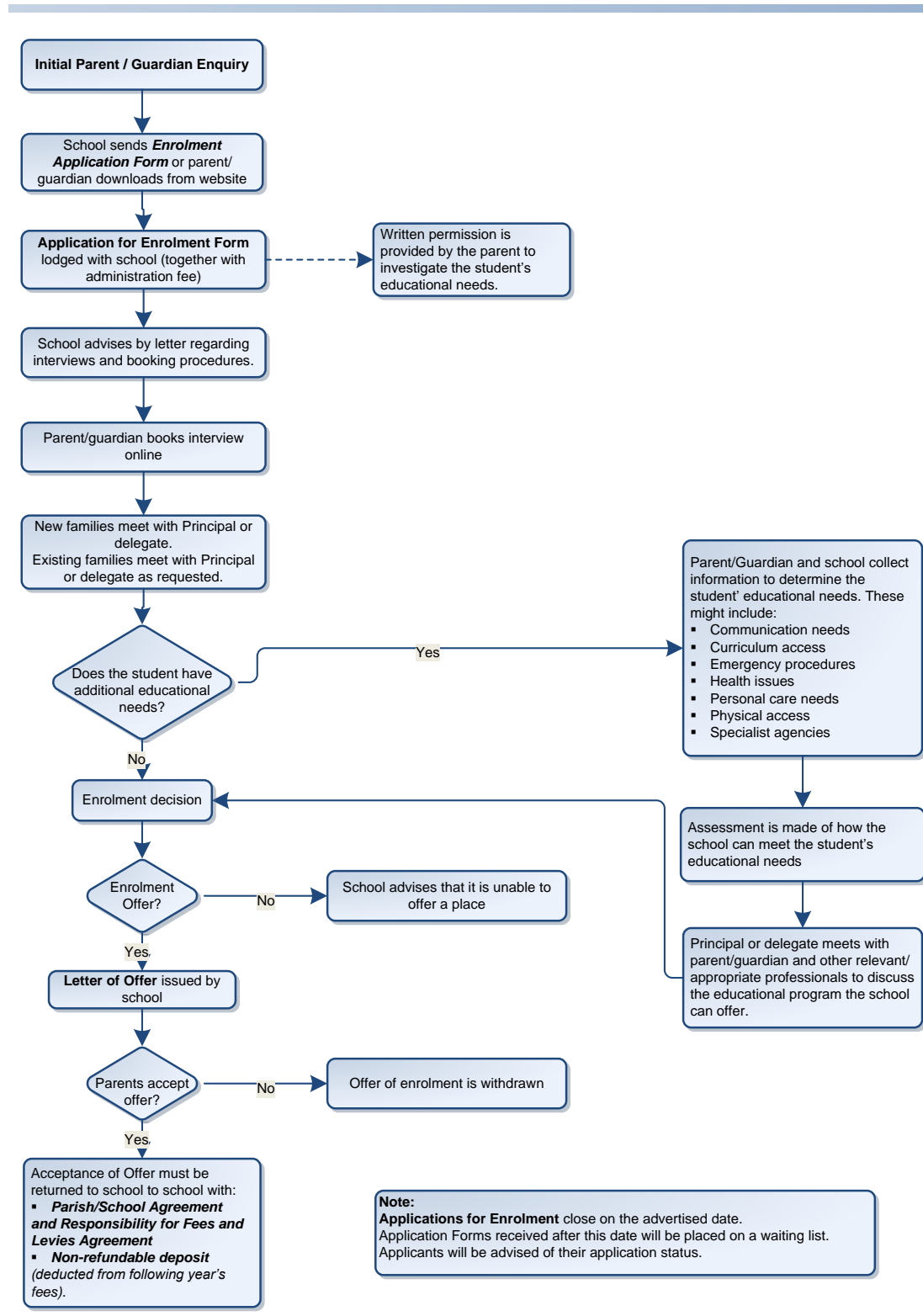
SMMPS belongs to St. Mary of the Assumption Parish. SMMPS catchment area is as follows.



# ENROLMENT PROCESS & PROCEDURES

In the interest of consistency and transparency SMMPS Enrolment Policy is presented in the following flowchart.

## Enrolment Process



## **PARENTAL RESPONSIBILITIES**

- Parents/Guardians as prime educators in the faith must be prepared to support the school in the Catholic education of their children. This means, but is not exclusive, that the parent/guardians recognise and support that prayer and liturgy are vital aspects of the religious life of the school and that the teachings and values of the Catholic Church are paramount.
- Parent/Guardians must recognise and be prepared to meet their financial responsibilities for the on-going enrolment of the child. However, no family will be discouraged from applying for enrolment because of financial constraints. Families who do encounter hardship whilst enrolled at the school are invited to meet with the Principal or delegate to discuss their needs. The school will always endeavour to support those families who are genuine in their requests (through, for example, alternate repayment schedules, if appropriate).
- Parents/Guardians must advise the Principal/delegate of any Court Order(s) that may exist in regard to the child, or any changes to Court Order(s) and provide a copy of the Court Order(s) and any subsequent changes.
- Parents/Guardians must be prepared to support the parish with a nominal contribution invoiced by the parish.
- Parents/Guardians must supply the school with a Health Immunisation Certificate.

## **MINIMUM ENTRY AGE**

The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five years of age by 30 April in the year starting school.

## **ONGOING ENROLMENT**

The school may choose to convene a Re-Enrolment Meeting as it deems necessary. This meeting may be called in response to a breach of parental/guardian responsibilities or a breach of school policy.

It may also be called if issues of an ongoing nature between the family and school are not resolved.

Developed 2008  
Reviewed and Updated 2012  
Reviewed and Updated 2015