



St Anthony Enrolment Policy

Introduction:

St Anthony's Catholic Primary School was opened in 1917 by the Josephite Sisters. Since that time, St Anthony's Catholic Primary School has continued to offer a Catholic Education to the Catholic children in the Catholic Parish of Holy Spirit and St Anthony's. The Catholic Parish of Holy Spirit and St Anthony's realises that once a child becomes a member of the Catholic Church through Baptism, he/she should be given the opportunity to be educated as a Catholic. Where possible this formation is given through Catholic schooling, in partnership with the parish and parents. This policy should be read in accordance with the St Anthony's Child Safe Policy

1. Guiding Principles:

- 1.1 The Archdiocese of Melbourne, through the Catholic Education Office Melbourne encourages Parish communities to establish Catholic schools which are committed to the development of the whole person; are embedded within the community of believers; and share in the evangelising mission of the Church.
- 1.2.1 The responsibility for admitting children to St Anthony's Catholic Primary School is one that is ultimately shared by the whole Catholic community. While immediate responsibility is delegated to the Parish Priest and Principal, their decisions must be:
 - a) informed by the Gospel values of inclusiveness and equity
 - b) in accord with Archdiocesan Policy (CEM Enrolment Policy 2.4) as well as Commonwealth and State legislations
- 1.3 St Anthony's Catholic Primary School acknowledges the Church's call to Catholic parents to send their children to Catholic schools whenever it is possible. It accepts a shared responsibility on the part of Catholic education authorities to ensure that quality Catholic education, which caters for all enrolled students, is provided.

- 1.4 St Anthony's Catholic Primary School strives to cater for the needs of all students at each level, and to meet individual needs over a wide range of learning abilities. These objectives must be equitably achieved within the constraints of the available teaching and material resources. St Anthony's Catholic Primary School recognises the right of all students to educational opportunities that expand life choices.
- 1.5 In the event of St Anthony's Catholic Primary School being unable to offer a place to all baptised Catholic children resident in the Parish, contact will be made with neighborhood Parishes to ascertain if there are vacancies in their local school. The decision to act on this information is left to the parents.
- 1.6 It is the policy of the school that no baptised Catholic child will be denied the right to be enrolled at St Anthony's Catholic Primary School, owing to the parents' genuine inability to pay the full fees.

2. Criteria for Enrolment:

Children from all families who are prepared to support Catholic ideals and principles may be considered eligible for enrolment. Priority in enrolment is to be given to the following order, except in special circumstances (see 'Bases for Discretion'):

To be eligible for enrolment in Prep the child must turn five years old by 30th April of the child's first year of schooling.

When assessing enrolment applications the following priority system shall be used:

1. Catholic children who are residents of the parish.
2. Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest.
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.

Note: Siblings of children already enrolled in the school shall be given priority.

- A child who is less than minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- Parents seeking early age entry for their children will be considered for enrolment once the parent has sought approval by written application to the Catholic Education Office.
- The principal will contact principals of other previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer

note or an immunization certificate, and to discuss academic, social and behavioural matters. The principal has the authority to defer admission in order that enquiries of the previous school are carried out in the best interests of the student.

3. Basis for Discretion:

With regard to the criteria for enrolment, special consideration may be given to individual cases, as determined by local circumstances, for the following reasons:

- The learning capacity of a Catholic child is generally not a criterion for school entry, however, the enrolment of children with an impairment, disability, handicap, or behavioural issues would depend on the ability of the school to cater for the specific needs of the child.
- Family situations necessitating a pastoral approach or requiring the exercise of compassion
- Family circumstances regarding mobility

4. Procedure for Enrolment for Students beginning in Prep:

Outlined below are the steps in the process:

- Enrolment for following year advertised in Term 1 of each year through the school newsletter, Parish newsletter and local kindergartens/pre-schools.
- Interviews with the Principal or Principal delegate take place by Term Three
- Families notified via a letter of their acceptance/non acceptance during Term Three
- Applications received after the class has been determined for the following year may be placed on a waiting list
- The following documents are required upon the submission of an enrolment form:
 - A copy of the child's birth certificate
 - A copy of the child's baptismal certificate
 - A copy of the child's passport visa where necessary

5. Procedures for Enrolment of Children in Grades 1-6:

- Applications accepted throughout school year
- Applications to be considered by Principal or Principal delegate once 'Application For Enrolment' forms are lodged at School Office
- Families notified of their acceptance/non acceptance in writing
- Students will be allocated to classes by the Principal according to a combination of needs including class sizes and student need.

6. References:

Enrolment Policy, Policy Statement of the Archdiocese of Melbourne, CEOM 2.4

