



## **ST MICHAEL'S PARISH PRIMARY SCHOOLS** **ENROLMENT POLICY**

**St Michael's Parish is committed to the provision of a Catholic education for children. Our Parish Primary Schools are St Michael's, St Catherine's and St Brigid's.**

### **Introduction**

Catholic schools participate in the evangelising mission of the Church which Jesus gave to His Apostles when He told them: "Go, therefore, make disciples of all the nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, and teach them to observe all the commands I gave you."

Catholic children have, by baptism, a right to a Catholic education. Therefore, Catholic schools give priority to children baptised as Catholics. They also support parents who seek a Catholic education for their children.

It is from its Catholic identity that the school derives its fundamental characteristics and structure as a genuine instrument of the Church.

A child is eligible to enrol in a Catholic school if they are five years old by 30 April in the year in which they are being enrolled.

### **Purpose**

This policy provides clarity of processes and procedures for enrolment of children in the Catholic Primary Schools of St Michael's Parish. When considering the enrolment of students into these schools, the principles and procedures contained within this document will be applied.

### **Principles**

- St Michael's Parish Schools strive to be authentic and faithful to the traditions and teachings of the Church.
- St Michael's Parish Primary Schools are communities whose common mission is to provide their members with a holistic education which takes place in environments formed by the teachings and values Christ gave us in the Gospels.
- These Catholic School communities strive for strong partnerships with the St Michael's Parish they serve.
- Families who choose a Catholic school for their children do so on the understanding that they respect and agree to support the Catholic identity, ethos and mission of the school and acknowledge the importance of religious education for their children.
- No student will be refused enrolment or be disadvantaged because of an inability on the part of parents/guardians to meet financial requirements.
- St Michael's Parish Primary Schools have a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need.
- St Michael's Parish Primary Schools have a responsibility to ensure that the requirements of State and Commonwealth legislation are met when processing enrolments.

### **Definitions**

- **Catholic child:** For the purpose of enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, usually established with a Certificate of Baptism.
- **Catholic school:** A Catholic school is one which operates with the consent of the diocesan Bishop and is one where formation and education are based in principles of Catholic doctrine.
- **Designated area for schools:** For the purpose of enrolment, the school designated area is the designated zone within the Parish from which the school draws the majority of its enrolments and to which the school gives priority of enrolment.

## **Guidelines**

It is expected that children will enrol in the Catholic School within the designated zone, within the Parish in which they reside. The distribution of families between the three schools necessitates the establishment of designated zoned areas within the Parish boundaries.

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, are provided for schools to consider when the number of enrolment applications exceed a school's available places.

- St Michael's Parish Primary Schools give priority to children baptised as Catholics, siblings of children already attending the school and past students residing within Parish boundaries.
- Children from families who belong to any Orthodox Church who reside within Parish boundaries
- Catholic children who reside in other Parishes where vacancies are not available in the school/s of that Parish
- Children of Christian families who commit to the values of the Catholic Church, who reside within the Parish
- Children of families not affiliated with any Christian Church who commit to the values of the Catholic Church, who reside within the Parish

It is recognised that should demand for a place at the Parish School for which you are zoned exceeds the number of places available, a place at an alternate Parish School would be offered, subject to availability.

**See attached map for St Catherine's Zone.**

The parents of any child to be enrolled will be required to accept an obligation to pay fees and levies as determined by the School Board. In the event of parents having any difficulty in paying fees and/or levies, they should discuss the matter with the School Principal.

**Enrolment of a child of a current family will not be accepted if there are fees outstanding for the previous year and where there has been no contact by the family with the school and suitable arrangements in place.**

Any dispute/grievances regarding these guidelines are to be referred for consideration to the Director of Catholic Education Office Diocese of Sale.