ENROLMENT POLICY

Rationale

Catholic Education is based on an educational philosophy in which faith, culture and life are brought into harmony. Once a child becomes a member of the Catholic Church through baptism, the parents and the church have a commitment to its new member. One of the obligations is to give the child the opportunity to be educated as a Catholic (CEM Policy 2.4)

Aims

- To provide an efficient process of enrolment that satisfies the needs of both students, parents and the school.

Implementation

- Parents must seek application to enrol at St. Francis of Assisi through the Parish Priest.
- Upon enquiry, parents are provided with information.
- Any information regarding student enrolment details will be shared between the school and Parish of St Francis of Assisi.
- A criterion for enrolment of a Catholic student in the parish school is that the student is a resident of the parish.
- Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate.
- A child who is less than the 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.
- A child who is under the minimum age of enrolment can be enrolled only in very special circumstances. (Refer to CEM Policy 2.12)
- Other parents seeking early age entry for their children must make a written application to the Principal who will contact Catholic Education Melbourne.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children.
- Students will be allocated to classes according to a combination of class size and student need and principal discretion.
- An Information Evening is provided annually for parents interested in enrolling their pre-school child.