



St Kevin's

# Enrolment Policy

## Rationale:

All children enrolling at our school deserve a smooth transition that enables them to become part of our school with minimum disruption and maximum support.

## Aims:

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

## Implementation:

- All children who are baptised Catholic and live within the Parish are eligible and welcome to attend our school. Siblings of currently enrolled children are also given high priority. Subject to any special exercise of discretion by the Parish Priest and Principal, the order of priority for other children is the following: Catholic children from other parishes, other Christian children who reside within the parish, non Christian students living within the school boundaries.
- 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 30<sup>th</sup> April of that year, which is the minimum starting age) and Baptism certificate and an Immunisation certificate. In principle, the school does not support enrolment of students under the minimum starting age. Support from the school Principal and approval of the Director of Catholic Education is required before the unusual enrolment of a child under the minimum starting age can occur.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from a non Victorian school is eligible for enrolment. Evidence of age and full-time enrolment at the previous school must be provided.
- Every person at our school has a right to feel safe, be respected and to learn.

To achieve this, we follow our three core rules:

*Respect your school*  
*Do your best work*  
*Help others to succeed*

Through these we aim to:

- o Promote our agreed school values such as unity, service, resilience and respect for others based on the teachings of Christ
- o Acknowledge the worth of all members of the community and their right to work and learn in a positive environment
- o Affirm cooperation as well as responsible independence in learning
- o Foster self-discipline and develop responsibility for one's own behaviour

References: Catholic Education Office –CEOM Policy 2.4 'Enrolment for Schools in the Archdiocese of Melbourne

- After enrolment, all students will be expected to sign a contract for the acceptable use of technology.
- The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for all students. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and to support the school in upholding prescribed standards of dress, appearance and behaviour. Unacceptable behaviour by a child, such as bullying, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.
- All enrolments will require the completion of the 'St Kevin's Enrolment Form', with details entered immediately on our administration software. Prior to enrolment, parents and guardians must provide accurate information when completing an enrolment form and must supply any relevant additional information as may be requested, such as medical/specialist reports, previous school reports, court orders or parenting agreements. This information assists us to meet the needs of the enrolling child.
- It is vitally important that the school is made aware of each child's individual circumstances in so far as these may impact upon his or her physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child. Parents are required to provide particular information about the child during the enrolment process, both at the application stage and if the school offers placement for the child.
- To meet school and government requirements, you will need to provide the school with a completed enrolment form including, amongst other things, the information listed below:
  - Evidence of your child's date of birth, eg. birth certificate, passport
  - Information about the language(s) your child speaks and/or hears at home
  - Religious denomination
  - Immunisation certificate (showing whether your child has been immunised against diphtheria, tetanus, polio, measles, mumps, rubella, whooping cough and haemophilus influenza type B)
  - Certificate of Baptism (and, if applicable, other sacraments completed) Nationality and / or citizenship including visa sub-class granted upon entry to Australia (prior to citizenship being granted) where applicable
  - Names and addresses of the child and parents / guardians; telephone numbers (home, work, mobile) of parents / guardians
  - Doctor's name and telephone number
  - Parents' guardians' occupation and level of education attained
  - Medical information about your child (for example, does your child suffer from asthma, diabetes, allergies, poor eyesight / hearing, a diagnosed disability, etc.) and details of any medication that the school will be requested to administer to the child or health attendant care needs
  - Names of emergency contacts and their details
  - Information on additional learning needs (for example, does your child require additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, modification to the curriculum, etc.)
  - Specific resident arrangements

References: Catholic Education Office –CEOM Policy 2.4 'Enrolment for Schools in the Archdiocese of Melbourne

- o Parenting agreements or court orders, including any guardianship orders
- During the course of a child’s enrolment, any changes to enrolment form details need to be promptly provided to the school.
- The school welcomes parents/guardians who wish to enrol a child with special needs and will do everything possible to accommodate the child’s needs, provided that an understanding has been reached prior to enrolment regarding:
  - (a) the nature of any diagnosed or suspected medical condition / disability, or any other circumstances that are relevant to the child’s additional learning needs (for example, giftedness or an experience of trauma);
  - (b) the nature of any additional assistance that is recommended / appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individualised educational programs, behaviour support plans or other educational interventions as may be relevant);
  - (c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents / guardians and the school will work in partnership through the Parent Support Group to achieve these goals; and
  - (d) any limitations on the school’s ability to provide the additional assistance requested

As every child’s educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to your child, in consultation with parents / guardians and the child’s treating medical / allied health professionals, in order to assess:

- (a) whether the additional assistance remains necessary and / or appropriate to the child’s needs;
- (b) whether the additional assistance is having the anticipated positive effect on the child’s individual physical, functional, emotional or educational goals; and
- (c) whether it remains within the school’s ability to continue to provide the additional assistance, given any limitations that may exist.
- Students will be allocated to classes at the Principal’s discretion, according to a combination of class size and student need.

**Evaluation:**

This policy will be reviewed as part of the school’s four-year review cycle. 2018 Review

Reviewed by SDC: July 2018	Reviewed by Staff: July 2018	Ratified by Ed Board: July 2018 (or TBA)	Next review: July 2022
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References: Catholic Education Office –CEOM Policy 2.4 ‘Enrolment for Schools in the Archdiocese of Melbourne