



## Enrolment Policy

### Rationale

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. The first priority of a Catholic school is the provision of a Catholic education for Catholic children.

This policy supports the special relationship that continues to exist between the Catholic Church and the non-Catholic Eastern Churches.

### Aim

To implement an efficient process of enrolment which complies with Catholic Education policies and Government legislation

### Implementation

1. This policy is implemented in a manner consistent with Catholic Education Melbourne (CEM) Policy 2.4 [\*Enrolment for Schools in the Archdiocese of Melbourne 2009\*](#)
1. All enrolments will require the completion of the St Francis Xavier School enrolment form with details entered on to the school's administration student data base.
2. To inform parents about school programs and practices, tours of the school will be held at various times throughout the year. The tours will be approximately one hour. Dates are listed on the school website.
3. Students enrolling at the school will be required to provide proof of age, a Baptism Certificate and an Australian Visa (if applicable). It is necessary to obtain a copy of the student's Australian visa, as the category of a student's visa sub-class has implications for the inclusion of the student on the school census.
4. St Francis Xavier School is not registered to enrol Full-Fee Paying Overseas Students (FFPOS).
5. It is a legal requirement to provide a School Entry Immunisation Certificate when enrolling a child in primary school in Victoria. An Immunisation History Statement from the Australian Immunisation Register must also accompany all new enrolments  
<https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/primary-school-immunisation-requirements>

## Prep Enrolments

### 1. **School Tour**

Parents intending to enrol their child at the school attend a School Tour.

### 2. **Prep Enrolments**

Children who turn 5 on or before 30<sup>th</sup> April are eligible to enrol. Prep Enrolments open at St Francis Xavier from February until mid May in the year prior to commencing school.

### 3. **Enrolment Form**

All children seeking enrolment will receive an Enrolment Form which should be returned by the enrolment closing date, advertised on the school website.

### 4. **Meeting with Parish Priest and Principal**

All children seeking enrolment will come with their parents to a meeting with the Parish Priest and Principal.

### 5. **Places Offered**

After consideration of the enrolment priorities (refer Appendix) letters offering places will be posted 31<sup>st</sup> May with confirmation of acceptance due within one week. Those children who were not offered a place will be placed on a waiting list and parents advised.

### 6. **Confirmation of Acceptance by parents**

A confirmation of acceptance of prep placement is due by early June together with a non refundable Enrolment fee of \$200 to secure and hold the place. \$200 is subsequently deducted from the student's school fees.

### 7. **Available Places Offered**

After mid June, if places are available, they will be offered to children on the waiting list, taking into consideration the Enrolment Priorities. Confirmation of acceptance will be required within one week.

### 8. **Enrolment Forms** are available from the School Office. Forms will be posted out if required.

### 9. **Late Applications**

Applications received after places have been finalized and the closing date has passed may not be offered a place.

### **Enrolments other than Prep Intake**

10. Enquiries from interested parents are welcome during the school year by contacting the school office.

11. After consideration of class sizes, pending enrolments and enrolment priorities, places will be offered at the Principal's discretion.

## Appendix

### Enrolment Priorities

The following list provides an agreed order of priority for enrolment in Catholic primary schools in the Archdiocese.

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 should be given a priority

### Evaluation

This policy will be reviewed as part of the school's review cycle.

**This policy was last ratified by The Education Board in July 2018**