

St Brigid's Catholic Learning Community	System Update: 3.9.2019	 St Brigid's Catholic Learning Community With faith, we grow and learn.
Version 0.2	Date of Next Review: 3.9.2021	

Enrolment Policy

Introduction:

St. Brigid's Catholic Learning Community welcomes all families wishing to provide their children a Catholic Education. St Brigid's *Enrolment Policy* is consistent with the enrolment policy of the Archdiocese of Melbourne, which states that:

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfills its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

Aim of this policy:

Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

We aim to;

- Assist prospective families to understand the St Brigid's enrolment process
- To assist prospective families to understand the responsibilities associated with accepting an offer of enrolment at St Brigid's Catholic Learning Community
- To ensure that St Brigid's complies with the enrolment policy of the Archdiocese of Melbourne

Enrolment:

You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, we may not be able to enrol your child.

To meet school and government requirements, you will need to provide the school with a completed enrolment form including, among other things, the information listed on the following page.

St Brigid's Catholic Learning Community	System Update: 3.9.2019	 St Brigid's Catholic Learning Community With faith, we grow and learn.
Version 0.2	Date of Next Review: 3.9.2021	

Information required:

• evidence of your child's date of birth, e.g. birth certificate, passport	information about the language(s) your child speaks and/or hears at home
• religious denomination	• nationality and/or citizenship including the visa subclass 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 • Medicare number
• names of emergency contacts and their details	• information on additional learning needs (for example, whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
• specific residence arrangements	• parenting agreements or court orders, including any guardianship orders

After lodgement of this form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.

Subject to any special exercise of discretion by the parish priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic schools. The order of priority is:

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.

St Brigid's Catholic Learning Community	System Update: 3.9.2019	 St Brigid's Catholic Learning Community With faith, we grow and learn.
Version 0.2	Date of Next Review: 3.9.2021	

Fees:

The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the principal of the school.

The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

Enrolment under minimum school entry age:

Catholic Education Melbourne Enrolment for Schools Policy 2.4 is intended to ensure that, when enrolling students, Catholic schools are compliant with relevant Victorian and Australian government legislation. The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. Enrolment of children under the minimum school entry age and pre Prep programs require approval from Catholic Education Melbourne via the 'Application for Early Age Entry to School'.

In the rare situations where:

- a) a parent/guardian seeks enrolment of a child under the minimum starting age
- b) the principal supports the enrolment of that child at the school

The approval of the Executive Director of Catholic Education Melbourne is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

Child safe environment:

- Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.
- Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- Our school's child safe policies, codes of conduct and practices set out our school's commitment to child safety, and the processes for identifying, communicating, reporting

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Version 0.2	Date of Next Review: 3.9.2021	

and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.

- Our school has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.
- Our school has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.
- Our school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.
- Our school's child safety policies and procedures are readily available and accessible. Further details on the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:
 - a) Catholic Education Commission of Victoria Ltd's child safety page www.cec.v.catholic.edu.au/Our-Schools/Child-Safety
 - b) Catholic Education Melbourne's child safety page www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx.

St Brigid's Catholic Learning Community	System Update: 3.9.2019	 St Brigid's Catholic Learning Community With faith, we grow and learn.
Version 0.2	Date of Next Review: 3.9.2021	

Terms of enrolment regarding acceptable behaviour:

Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.

The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

Terms of enrolment regarding conformity with principles of the Catholic Faith:

As a provider of Catholic education, the principal will take into account the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our school. However, the school reserves the right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

Terms of enrolment regarding provision of accurate information:

It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.

Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.

Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.

The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

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Enrolment of children with additional needs:

The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians 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, individual education 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 to achieve these goals
- d) any limitations on the school's ability to provide the additional assistance requested.

1.2. The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

1.3. 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 the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:

- a) the additional assistance remains necessary and/or appropriate to the child's needs
- b) the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
- c) it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

Access and updates:

Various opportunities are provided to keep you up to date with your child's progress. You will receive two written reports each year and arrangements will be made for at least two Parent/Teacher interviews where you can discuss your child's development with their teacher. In addition, you can always contact the school to arrange a meeting if you have any concerns or wish to receive an update on progress.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website.