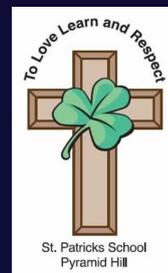


# ST. PATRICK'S PRIMARY SCHOOL PYRAMID HILL



## Enrolment Policy

### Rationale:

St. Patrick's Primary School is open to all who are willing to commit to support the philosophy, values and aims of Catholic Education. Parents who choose their child to be enrolled at St. Patrick's Primary School do so on the understanding that they respect and agree to support the Catholic identity of the school and acknowledge the importance of Religious Education for their children. Catholic schools have a particular responsibility to include rather than exclude and to respect the traditions of all other faiths.

### Aim:

- St. Patrick's Primary School Pyramid Hill strives to be authentically Catholic and faithful to the mission of the Church.
- Catholic Education is open to all who are willing to commit to and support the philosophy, values and aims of Catholic schooling.
- Our school has a particular responsibility to provide access to children baptised in the Catholic faith.
- Catholic schools have a particular responsibility to welcome, accept and support those in most need.
- Our enrollment policy should seek to include rather than exclude.
- Students with Disabilities and Impairments will be enrolled along with other eligible children. The enrollment of Learners with special needs should be considered in the light of the relevant laws and the policies, guidelines and protocols of the Catholic Education Commission of Victoria and the S.S.E.B.
- St. Patrick's Primary School Pyramid Hill will strive to ensure that the enrollment process is a welcoming reflection of the teachings and values of the Church.

### Implementation:

***Criteria for enrolment to be utilised when the number of enrolment applications exceeds the school's available positions.***

St. Patrick's School  
Pyramid Hill

1. Children baptised in the Catholic faith who are members of the designated Parish communities.
2. Children baptised in the Catholic faith from other parishes which do not have a primary school or where the designated Parish Primary school has no vacancies.
3. Siblings of other children already enrolled who are not baptised in the Catholic faith.
4. Children of other Christian Churches and other faith traditions, with their parents, respect and agree to support the Catholic mission of the school including the Religious Education it offers for their children.
5. Children who, with their parents, respect and agree to support the Catholic mission of the school including Religious Education it offers for their children.
6. Other considerations may include, a family association with the school and being the sibling or child of a past pupil. These considerations should not preclude other relevant factors being taken into consideration when determining which children will be offered enrolment. Local pastoral direction is an important element in the decision-making process and will be taken into account by the School's Enrolment Panel.

### **The Enrolment Process:**

- Applications for enrolment will be advertised through the school newsletter, Parish Bulletin and local newspaper prior to the Open Day.
- Enrolment forms will be available on Open Day, upon request and via the school website.
- Parents are asked to attend an interview with the Principal prior to an application being accepted.
- Foundation Learners will be invited to an orientation program (Transition) to be held in Terms Three and Four.
- Learners Grade Levels other than Foundation will be invited to the Whole School Orientation Day in Term Four.
- The normal expectation is that Learners seeking Enrolment will be a resident in the designated Parish or region which the school serves. The designated Parish or region which the school serves will be defined in consultation with appropriate Diocesan and school authorities.
- Learners may be accepted for enrolment in a school outside their Parish or designated region which the school serves if there are demonstrable circumstances which significantly disadvantage the Learner should the enrolment occur.
- The enrolment of a child includes continuity of enrolment for that child for all year levels provide by that school, save that the school authorities have the discretion to discontinue the enrolment of a Learner in accordance with School Policies dealing with such matters.
- It is also usual practice that a child who has completed a Primary education in a Catholic Parish Primary school will be given continuity of enrolment in the parish designated Catholic secondary school(s) serving the parish(es) concerned.
- Full fee paying overseas Learners may only be enrolled in Catholic primary and secondary schools of the Diocese after the needs of 'local' Learners who are eligible for enrolment have been met.

### **The Appeals Process:**

- Appeals against a decision to decline enrolment shall be made to the school within 14 days of receipt of the letter declining enrolment.
- An Enrolment Panel is chaired by the Principal, and comprising the Canonical Administrator and a School Board member, will be convened to consider the appeal and any supporting material provided. The Panel may decide that the original decision is to be maintained or the decision is to be reversed or that a place in the school will be offered to the Learner with particular conditions attached.
- The Principal will communicate the decision to the parent/ guardian of the Learner in writing, together with a statement of reasons with 14 days of receiving the appeal.
- If the applicant is not satisfied with the decision of the Enrolment Panel, a further and final appeal may be made to the Director of Catholic Education Sandhurst within 14 days of receiving the notification from the school that the appeal was not successful. This Appeal should be in writing to the Director, with reasons provided for the Appeal.
- The Director will establish an Enrolment Appeal Panel to investigate the appeal and to offer a recommendation. The membership of the Panel will be decided by the Director but will normally consist of a senior staff member of the Catholic Education Office, the Principal of another school, and a third member with experience relevant to the grounds for the appeal. No member of the Panel will have been involved in the original decision, the first Appeal, or in providing advice to the school during either process.
- A senior staff member of the Catholic Education Office will convene and Chair the panel. The person lodging the Appeal and the Principal of the school in question, will each ordinarily be provide with an opportunity to present to the Panel, either in person, via telephone or in writing.
- The Appeal Panel will consider all material available and make a recommendation to the Director. The Director will consider the recommendation, and then either accept, or reject or modify it.
- The decision of the Director will be communicated in writing to the Principal of the school and the appellant.
- If the decision of The Director is to allow the enrolment to proceed, the process for enrolling the student will commence as soon as possible.

### **Assessment & Evaluation:**

This policy will be reviewed every 4 years and earlier should a need arise to do so.

### **Resources:**

Sandhurst School Education Board: Enrolment Policy & Guidelines  
Learner Information Form (See attached)

**Reviewed: March 2019**

**Next review date: March 2023**