



St Michael's PS Enrolment Policy

Rationale

The Catholic Education Commission of Victoria Inc. (CECV) encourages all Catholic parents to seek a place in a Catholic school for their students. The enrolment process ought to be fair and ideally a positive experience for the prospective student and his or her parents or guardians.

Purpose

The purpose of this policy is to describe the criteria for enrolment at the school, that is who are eligible to apply for a place at the school, and to describe the processes that apply to those seeking enrolment.

Implementation

- Parents and students wishing to enrol will be interviewed by the Principal.
- Additional needs of students shall be taken into account on an individual basis. The Principal in consultation with Diocese of Sale Catholic Education Limited (DOSCEL) will assess the school's capacity to provide adequate staffing resources and facilities such as to ensure that the school can provide effective teaching for the additional needs of their students. The school will comply with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning needs in a Catholic school. (Appendix 1 & 2).
- By law, children must turn five by the 30th April of their first year of school. The "Early Enrolment Policy" is to be referred to when parents seek enrolment for a child of a younger age.
- Students who meet the enrolment criteria and have turned five by the 30th April of their first year of school will not be excluded from enrolment.
- Students of other Faiths will be considered for enrolment provided it does not result in the exclusion of Catholic students. The parents of these students will be required to give an understanding that they will respect the life, nature and identity of the school. Once enrolled these students will have the right to complete their Primary education at the school.
- Students of other Faiths will be expected to participate fully in all aspects of the school life.
- All prospective students will be required to demonstrate that they have received required immunisation (*By law, a child must have an Immunisation History Statement from the Australian Immunisation Register (AIR) to enrol in primary school*).
- All information gathered during the enrolment process will be maintained according to the Information Privacy Act 2000 and the Health Records Act 2001.

School Fees

- While it is important that parents appreciate their responsibility to pay such fees and levies as are determined by the School Advisory Committee, it must be pointed out that no child will be excluded from the school or school activities, because of non-payment of such fees and levies.
- Parents will be given the opportunity to make arrangements with the Principal and DOSCEL for an alternate system of payment, a reduction in the amount payable, or for an exemption from paying fees if warranted by special circumstances.

Register of Enrolments

A *Register of Enrolments* containing all necessary information will be maintained at the school.

References

Diocese of Sale, [Enrolment Policy](#) (31 July 2008)

Diocese of Sale, [Enrolment of children Under the Minimum Age Policy](#)

Review

This policy was last reviewed in 2018

APPENDIX 1

Relevant legislation to be considered when enrolling students in Catholic Schools

The Victorian Education and Training Reform Regulations 2007. The regulations impose a requirement on a registered school to have a clearly defined enrolment policy that complies with all applicable State and Commonwealth laws. Referred therein is the main legislation affecting school enrolments. Each school must be familiar with the relevant provisions of this legislation and, if appropriate, prepare policies for administration and enforcement of relevant procedures.

Equal Opportunity Act 1996 (Vic). This legislation prohibits discrimination by an educational authority against a person in deciding who should be admitted as a student, in the terms on which the authority admits a person as a student, or by refusing or failing to accept the person's application for administration as a student. However, an exception is provided for an educational authority that operates an educational institution wholly or mainly for students of a particular sex, religious belief, age or age group, such that it may exclude from that institution people who are not of the particular sex, religious belief, age or age group. All other discrimination in enrolment of students is prohibited.

Disability Discrimination Act 1992 (Cwlth). Under this federal legislation, discrimination based on disability is unlawful. It applies to school authorities and their employees. The definition of disability is broad and includes physical, intellectual, psychiatric, sensory, neurological or learning disability, physical disfigurement, and the presence in the body of a disease-causing organism. Relevant for enrolments, it is unlawful for an educational authority to discriminate against a person on the ground of the person's disability, or a disability of any of the other person's associates, by refusing or failing to accept the person's application for admission as a student; or in the terms and conditions on which it is prepared to admit the person as a student. However, it is not unlawful to refuse or fail to accept a person's application for admission as a student in an educational institution where the person, if admitted as a student by the educational authority, would require services or facilities that are not required by students who do not have a disability and the provision of which would impose unjustifiable hardship on the educational authority.

Information Privacy Amendment (Private Sector) Act 2000 (Cwlth). This legislation governs how schools must handle personal information collected as part of the enrolment process. Schools will have adopted a Privacy Policy to reflect their acts and practice in management of personal information in compliance with the legislation. Schools should also determine what is the necessary information for collection, provide information about collection and, where necessary, obtain consents to the collection, use and disclosure of that information. For these purposes, schools should include in enrolment forms an information collection notice, which should also be contained in the school's Privacy Policy and where applicable should be located on the school's website.

Enrolment of students with additional learning needs

Catholic schools are expected to welcome parents who wish to enrol a child with additional learning needs and do everything possible to accommodate the child's needs. The process for enrolling students with special needs should be the same as that for enrolling any student, and should conform to the Enrolment Process. Primary and secondary schools should collaborate to ensure coordination and consistency of policy and processes. Schools are required to comply with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning needs in a Catholic school.

APPENDIX 2 – The Enrolment Process

