



St Cecilia's Primary School

Living and Learning in Faith

Principal
Marty McKenna

Parish Priest
Father Kevin McGovern

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.

*(CEM Policy 2.4 Enrolment for Schools in the Archdiocese of Melbourne Jan 2009
Revised p 1)*

We believe that parents are the first and most influential educators of their children, and that effective partnership between school and home is essential for any aspect of education. Such a partnership implies a shared responsibility between the family and the teachers.

Our primary responsibility is the education of the children in the Catholic faith, firmly based on the values of Jesus Christ and his teachings from the Gospels. As such we adhere to the key principles of inclusiveness, parent partnerships, pastoral discretion and transparency for enrolment decisions as outlined in CEM Policy 2.4. We see ourselves as an integral part of the Parish of St. Cecilia's, and all our endeavours as stemming from, and contributing to, the life of the parish.

Enrolment numbers are guided by this policy, CEM Policy 2.4 and any limitations set by Boroondara Council and Victorian Catholic Education Multi Enterprise Agreement 2013. This policy is intended to ensure that St. Cecilia's is compliant with relevant Victorian and Australian Government legislation.

Procedures

School Visit: Tours and an Open Day are available for families to visit the school and meet key personnel. Application forms are available from our office or website.

Application Form: Upon completing an enrolment form applications are processed as per the priorities listed in the Appendix.

Meeting with school and Parish: Typically Foundation students and parents meet with the Parish Priest, Principal, Pastoral Associate and a teacher to share information about the school and Parish programs. Likewise parents share information about their child to enable the school to attend to any particular needs to support the child.

Foundation Placement Offers: Placement offers are sent in writing at the end of May each year.

Confirmation of Acceptance: Acceptances should be confirmed by returning the appropriate form provided and any applicable enrolment fees.

Welcome Evening: In October parents are invited to an evening to hear about the Orientation program and meet other new parents to the school.

Orientation Program: In November Foundation children are invited to come to school at prearranged times for short visits to help familiarise them with school setting and routines.

Intake at Year 1-6

Enquiries for enrolling students at year levels other than the Foundation year are welcome by contacting the school office. After consideration of enrolment priorities, pending enrolments, class sizes and school priorities (see Appendix) places will be offered at the Principal's discretion.

Evaluation

This policy was ratified in 2019 and will be reviewed as part of the school's four year review cycle.