

# St Philip's Blackburn North



## ENROLMENT POLICY

### VISION AND MISSION

#### Vision Statement

**Modelling the teachings of Christ,  
St Philip's School community aspires to be a place of welcome that provides many learning  
environments to meet the challenges of an ever-changing world.**

#### Mission Statements

Because we believe that Christ is the central focus of our school and we are witnesses to him and his teachings we aim to:

- provide an atmosphere where all are made welcome, where they feel safe and have a sense of belonging
- provide a school environment that is positive and challenges all students to work to the best of their ability
- foster in all a realisation that they are responsible for their own learning
- develop a sense of justice by respecting the opinions and rights of others
- encourage all to be sensitive to others and respect their differences
- encourage all to use their physical environments in a respectful manner
- provide a learning environment that utilises the most effective and current approaches in education.

### RATIONALE

The process of enrolment of students should assist both the families and the school in determining whether enrolment at St Philip's Primary School is appropriate.

### MANAGEMENT AND ORGANISATION

The approach to taking enrolments at St Philip's Primary School is guided by the Catholic Education Melbourne Enrolment Policy for the Archdiocese of Melbourne from the Catholic Education Commission Victoria (CECV). The most pertinent recommendation in the policy is that schools should be mindful of the Catholic nature of the school and maintain a Catholic identity.

### ENROLMENT PRIORITIES

St Philip's Catholic Primary School provides a primary school education in a Catholic setting for all eligible children of primary school age of the St Philip's Parish Community. The following list provides an agreed order for priority of enrolment in Catholic primary schools in the Archdiocese of Melbourne.

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).

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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.

### **ENROLMENT PROCEDURES**

St Philip's Primary School begins to take enrolments in February for the following year. Children must be five years of age, or older, by April 30<sup>th</sup> of the year they start school. Enrolments are taken all year round for all year levels if places are available.

#### **To enrol a child at St Philip's the school needs:**

- A copy of the Baptism Certificate
- Evidence of your child's date of birth (birth certificate)
- Names and addresses of the child and parents, guardians or carers
- Parents, guardians or carers phone numbers (home, work, mobile)
- Names and contact details of emergency contacts
- Doctor's name, address and phone number
- Immunisation Status Certificate
- Health and welfare information including medical conditions and diagnosed physical or learning disabilities
- Specific custodial arrangements (where necessary)

#### **Other important information:**

- There is a \$100 non-refundable fee payable upon lodgement of enrolment form
- A pre-enrolment interview with both the Parish Priest and Principal will be held in Term 2 – May/June
- First round offers of places will be issued on completion of these interviews no earlier than the 31<sup>st</sup> May.
- Teachers will visit kindergartens and pre-schools to observe as well as discuss children's needs and development
- There are three orientation sessions for the following year's Prep students which take place in November and December. Orientation sessions will also be provided for new students in other year levels.

### **ENROLMENT OF STUDENTS WITH ADDITIONAL PHYSICAL OR LEARNING NEEDS**

St Philip's Primary School welcomes parents who wish to enrol a child with additional physical or learning needs and will do everything possible to accommodate the child's needs. The process for enrolling students with special needs is the same as that for enrolling any student to the school. St Philip's Primary School is 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.

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## **PARENTAL RESPONSIBILITIES**

The school will ensure that at the time of enrolment, parents/guardians understand their responsibilities in providing ongoing support for their child's Catholic education. In particular, parents/guardians are asked to make an explicit commitment to the following responsibilities:

1. All parents/guardians enrolling their children in a Catholic school should complete the school's Application for Enrolment form and return it by the due date. This does not guarantee enrolment in the school.
2. Parents/guardians must be prepared to support the school and Parish in the Catholic education of their children and involve themselves as much as possible.
3. Parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child. As the Church's mission is particularly to those in greater need, no discrimination will be shown against families or situations where parents are unable to pay fees. Where the latter situation exists, parents are expected to contact the Parish Priest in strictest confidence.
4. Parents/guardians must advise the Principal of any Court Order(s) that may exist in regard to the child, or any changes to such Court Order(s) and provide a copy of the Court Order(s) and any subsequent changes for the child's school file.

## **RELATED POLICIES**

Policy 2.4 – Enrolment for Schools in the Archdiocese of Melbourne Policy, Catholic Education Melbourne

## **REVIEW:**

Current Review: December 2019

Ratified by the Education Board: 3<sup>rd</sup> December, 2019