



St Francis Xavier Primary School

Enrolment Policy

St Francis Xavier Catholic Primary School is co-educational and caters for children from Year Prep to Year 6. We believe that parents are the first educators of their children and we partner this educational journey as a school during a child's Primary years.

We are proud to be a Catholic school. All children participate in Religious Education classes. Gospel values of love, truth, justice, peacemaking, forgiveness, respect for the dignity of each person and responsibility for the environment permeates each area of our school curriculum and our teaching each day.

Our Enrolment Policy also provides for the inclusion of those applicants who are not Catholic, but who desire for their children to be educated in a Christian environment and who willingly recognise, accept and value the Catholic nature of our school. Such enrolments must not cause the exclusion of a Catholic applicant and must be kept within the CECV Guidelines in order to maintain the Catholic nature of the school.

“Catholic Education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role is assisting people to discover and embrace the fullness of life in Christ.”

ENROLMENT INFORMATION

- Children must turn 5 years of age by the **30th April** in the year they are commencing school. (See ***Enrolment of Children under the minimum age*** section in this policy for further details)
- All Parents/guardians enrolling their children at our school should complete the school's **Application for Enrolment** form and return it to the school office as soon as possible. This does not guarantee enrolment in the school.
- A copy of the child's **Birth Certificate** and **Baptism Certificate** must be provided. This should be attached to your Application for Enrolment form. Non-Catholic families lodging an enrolment will need to include a personal letter clearly stating the reasons they are seeking enrolment in a Catholic school.
- At the time of lodging an enrolment application all families seeking enrolment will be required to pay a non-refundable **enrolment fee** of **\$50.00** per family per enrolment year.
- An **Immunisation Certificate** must be provided for all children, prior to their commencement at school. To obtain a copy, contact Medicare-Australian Childhood Immunisation Register on 1800 653 809.
- In Term 4 teachers from our school will make contact with a child's Preschool to gather more information about your child and whether they are ready to begin school.
- An Information Night for parents will also be held in Term 4.
- A Prep Transition Program will be held in Term 4 for all Prep students.

PRIORITY OF ENROLMENT

1. Siblings of students already enrolled in the school
2. Baptised Catholic students residing in the Parish Zone.
3. Children from Catholic families where a parent/ sibling is Catholic
4. Catholic families who live outside St Francis Xavier Parish OR where pastoral reasons exist.
5. Applications from non-Catholic students;
 - Who reside in Montmorency
 - Reside outside Montmorency
6. Enrolments are dependent on available places in the particular year level
7. We are fortunate to have Holy Trinity Primary School, Eltham North and Our Lady Help of Christians, Eltham, our sister schools within our parish boundaries. Each school has a catchment area for enrolments to which we normally adhere.
 - In peak times when we have more enrolment applications than availability of places at the one school, enrolment places may be offered at the other school to provide the child with a Catholic education within our Parish. The Parish Moderator and the three school principals would meet to discuss this matter as required.
8. The Principal remains the final authority in accepting an enrolment application

GENERAL PROCESS REGARDING ENROLMENTS

- Enrolments are advertised through publicity boards, the local media, the school newsletter, the parish bulletin, the local kindergartens and childcare facilities.
- Enrolment applications for the following year officially open at the beginning of Term Two. Parents may choose to lodge their enrolment form before this.
- First round offers of a place will normally be sent out by the end of May. (Or earlier if we have a full complement of Priority 1 and Priority 2 applicants)
- Acceptance of offers must be returned within 14 days of receiving an offer. If not returned the school will offer a place to another family on our Waiting List.
- Families not successful with enrolment will be sent a letter indicating this and where relevant, an offer to be placed on a waiting list, pending further enrolment vacancies.

GENERAL CONDITIONS OF ENROLMENT

The Parents/ Guardians are the prime educators of their children in faith. They must demonstrate a commitment to upholding the teachings of the Catholic Church in practical ways and support the school in all aspects of the child's education. There is an expectation that parents support our school in the Catholic education of their children and involve themselves as much as possible.

Prayer and liturgy are vital aspects of religious life in our school. The pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church. The teaching and values of the Catholic Church are central to the ethos of the school.

Upon enrolling your child at St Francis Xavier Catholic Primary School parents and guardians are expected to:

- abide by all the policies and support and uphold the core values of the school community
- adhere to the culture of respectful relationships and child safe practices.

Parents should also recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child. (Any difficulties in this regard should be discussed with the Principal as a first priority)

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. Further information can be found in the school's Court Order Policy.

Should a parent refuse to disclose vital medical information about their child, the school will not be held liable for serious injuries or illnesses that may occur because of this non-disclosure.

Submission of this application does not guarantee acceptance by the school and is subject to the approval of the school Principal

Children entering Prep will be accepted subject to school readiness. This decision will be made in conjunction with Parents, Pre-school/Kindergarten teacher, School teachers and Principal.

Children transferring from another school can only be accepted if a position is available and not to the exclusion of a student from a Catholic family who live within the Parish.

COMMITMENT OF PARENTS/GUARDIANS UPON ENROLMENT OF THEIR CHILD/REN

- ✓ Agree to pay a **non-refundable deposit of \$100.00 on acceptance** of their child's enrolment offer. The deposit will be deducted from the first term fees. This deposit will secure your child's place at SFX.
- ✓ Understand and agree to abide by the SFX Parent-School Relationship Code of Conduct.
- ✓ Understand that the school has a zero tolerance approach to verbal or physical abuse of students or staff and whereby your enrolment will be terminated.
- ✓ Agree to pay the school fees and student levies determined by St Francis Xavier Primary School by the due dates.
- ✓ Agree to contact the Principal to explain an inability to meet financial commitment within the set timeline and to arrange an alternative payment plan. (if required)
- ✓ Make a personal commitment to participate in school activities as members of the SFX Parish/school community and to enable their child/ren to engage fully in school and parish life. These activities include the full educational program which involves Religious & Liturgical celebrations, school excursions, swimming program & school camps.
- ✓ Acknowledge that the school requirements under the Commonwealth Privacy Legislation (refer attached) must be adhered to and agree that relevant (non-sensitive) information is made available to the Parish community for the purposes of Parish activities and fundraising. E.g., Sacraments, Thanksgiving.
- ✓ Agree to observe the school ethos, policies, rules and regulations, policies of the Catholic Education Commission Victoria (CEVN) & School Pastoral Care & Uniform guidelines.
- ✓ Agree to give permission for their child's photograph to be used in publications for Educational / School purposes e.g., school website, newsletter, Parish bulletin, CEM Catholic publications, and newspaper advertisements. This may also include video image, Imovie etc, voice recording and associated school work. Parents/guardians understand and agree that if they wish to withdraw this authorization it is their responsibility to notify the school in writing,

- ✓ Understand that their child may be taken on local excursions/outings within the local area at times as arranged by the teacher with 1:10 staff ratios.
- ✓ Understand that their child will have access to use the internet, Intranet, electronic equipment and associated activities in accordance with the school usage policy as part of their daily study.
- ✓ Understand that if any misleading information has been provided, or any omission of significant, relevant information made in the application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

Enrolment of Children under the minimum age

Our school will make an assessment of a child's readiness for school when considering the enrolment at Prep of a child under the minimum age, i.e. children born after 30 April in the year of enrolment.

Parents wishing to enrol a child of more than one month below the minimum age (i.e. a child born after 30 May in the year of enrolment) are required to seek approval to do so from the Director of Catholic Education.

Our School will ensure that the enrolment of a child below the minimum age will not exclude the enrolment of a child of the approved age.

Enrolment of children with additional learning needs

Our school welcomes parents who wish to enrol a child with additional learning needs and we will do everything possible to accommodate the child's needs. The process for enrolling students with additional needs is the same as that for enrolling any student and will follow the CEM recommended enrolment process. Our 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.

Enrolment of students from Interstate

When enrolling students whose previous school was interstate, our school will use the protocols of the Interstate Student Data Transfer Note (ISDTN). It is the responsibility of the enrolling school to initiate and manage this process, and be sensitive to parent/student consent requirements for the provision. All relevant documents and information are available at the Education Council <http://www.educationcouncil.edu.au/EC-Reports-and-Publications/EC-ISDTN.aspx>

Enrolment of Students from Overseas

St Francis Xavier Primary School is not registered with the Australian Government as a CRICOS school and is therefore ineligible to enrol students from overseas in accordance with the Australian Government Policy.

St Francis Xavier School Montmorency

The Commonwealth Privacy Act

Standard Collection Notice

Amendments to the Commonwealth Privacy Act 1988 (Privacy Act December 2001) have been added to ensure that organisations handle “personal information” in a responsible manner. They aim as far as possible to establish a nationally consistent approach to the handling of personal information. The Privacy Act will govern how schools must handle personal information. St Francis Xavier School Montmorency has developed this Standard Collection Notice in accordance with amendments to the Privacy Act and within the strict guidelines provided by the Catholic Education Commission of Victoria.

1. St Francis Xavier School Montmorency (the Archdiocese of Melbourne both independently and through its schools) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at the School. The primary purpose of collecting this information is to enable St Francis Xavier School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy St Francis Xavier School’s legal obligations, particularly to our school to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the “National Privacy Principles under the Privacy Act.” We ask you to provide medical reports about students from time to time.
5. St Francis Xavier School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes information to other school, (transition to Secondary school & kindergartens) & government departments, the Catholic Education Office Melbourne, the Catholic Education Commission of Victoria, the Archdiocese and St Francis Xavier parish, medical practitioners, and people providing services to St Francis Xavier School, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in the St Francis Xavier School Newsletter, magazines and in the future, may also appear on our website. (Appropriate notification will be given and/or permission sought).
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of St Francis Xavier School’s duty of care to the student, or where students have provided information in confidence.
9. As you may know St Francis Xavier School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list or make contact details available to our Parent Classroom Rep to assist their role. (If you do not agree to this you must advise us now.)

If you provide St Francis Xavier School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to St Francis Xavier School and why, that they can access that information if they wish and that St Francis Xavier School does not usually disclose the information to third parties.