



Enrolment Policy

*Vision Statement: I am because we are
Guided by the Holy Spirit we aspire to be kind, inclusive and respectful learning community
connecting with one another as we grow in God's love*

Rationale

Holy Spirit School has a commitment to provide the opportunity for children who are baptised members of our Holy Spirit Catholic Community, to be educated in our Parish School. The school's enrolment policy supports the enrolment policy statement of the Archdiocese of Melbourne, which states that:

Catholic education is based on an educational philosophy in which faith, culture and life are brought into harmony... Of its nature, the Catholic school guides women and men to achieve human and Christian perfection and helps them to mature in their faith.

Thus, the Catholic school is not simply an alternative to a Government school. It is different because it is Catholic: it must offer the authentic Catholic vision. A Catholic school cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the values to be found in a Christian education. This is its right and its duty.

Holy Spirit School is committed to:

- Acknowledging and respecting the rights of all children to be provided with, and participate in, a quality education program creating an environment that supports, reflects and promotes equitable and inclusive behaviours and practices.
- Ensuring children are not discriminated against because of background, ethnicity, culture, language, beliefs, gender, age, socioeconomic status, level of ability or additional needs, family structure or lifestyle.
- Creating a sense of belonging for all children, where diverse identities, backgrounds, experiences, skills and interests are respected, valued and given opportunities to be expressed/developed ensuring that programs are reflective of, and responsive to, the values and cultural beliefs of families.
- Cater for the local Catholic population in the St Michael's Parish.
- Provide a Catholic education for all those who fulfil the enrolment criteria of the school.

Enrolment

You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, we may not be able to enrol your child.

To meet school and government requirements, you will need to provide the school with a completed enrolment form including, among other things, the information listed below.

<ul style="list-style-type: none"> evidence of your child’s date of birth, e.g. birth certificate, passport 	<ul style="list-style-type: none"> information about the language(s) your child speaks and/or hears at home
<ul style="list-style-type: none"> religious denomination 	<ul style="list-style-type: none"> nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable
<ul style="list-style-type: none"> names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) 	<ul style="list-style-type: none"> doctor’s name and telephone number
<ul style="list-style-type: none"> names of emergency contacts and their details 	<ul style="list-style-type: none"> information on additional learning needs (e.g., support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
<ul style="list-style-type: none"> specific residence arrangements 	<ul style="list-style-type: none"> parenting agreements or court orders, including any guardianship orders

After lodgement of this form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.

Subject to any special exercise of discretion by the parish priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic schools.

After siblings the following applies

1. Catholic children who reside in the parish.
2. Catholic children who do not reside in but belong to the parish community
3. Catholic children from other parishes (for pastoral reasons).
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.

At Holy Spirit School, the Parish Priest and Principal may exercise discretion for a child to be enrolled if special circumstances are presented that are outside of our policy guidelines.

Catchment area for schools

For the purpose of enrolment, the school catchment is the Parish or group of Parishes, as defined by the Catholic Education Office Melbourne (CEOM), from which the school draws the majority of its enrolments and to which the school gives priority of enrolment. For Holy Spirit Primary School this will be the Parish of St Michael's. In Parishes with more than one primary school the catchment for each school is determined by the Parish in consultation with the School Principal and CEOM.

Fees

The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school, taking into account the allocation of government funds. Holy Spirit School offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Principal of the school.

The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

A non-refundable enrolment fee of \$200 is applicable for new families and is payable upon acceptance of enrolment.

Enrolment under minimum school entry age

Catholic Education Melbourne, Enrolment for Schools Policy 2.4, is intended to ensure that, when enrolling students, Catholic schools are compliant with relevant Victorian and Australian government legislation. The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from Catholic Education Melbourne via the 'Application for Early Age Entry to School'.

In the rare situations where:

- a) a parent/guardian seeks enrolment of a child under the minimum starting age
- b) the principal supports the enrolment of that child at the school

The approval of the Executive Director of Catholic Education Melbourne is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

Child safe environment

Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.

Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.

Holy Spirit School's child safe policies, codes of conduct and practices set out our school's commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.

Our school has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.

Our school has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.

Our school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.

Our school's child safety policies and procedures are readily available and accessible on the school's website. Further details on the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:

- a) Holy Spirit School child safety policies page <http://www.hsmanifoldheights.catholic.edu.au/our-school/policies>
- b) CECV - child safety page www.cecv.catholic.edu.au/Our-Schools/Child-Safety
- c) CEM - child safety page www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx.

Terms of enrolment regarding acceptable behaviour

Holy Spirit School is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.

Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:

- a) promote the values of honesty, fairness and respect for others
- b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment
- c) maintain good order and harmony
- d) affirm cooperation as well as responsible independence in learning
- e) foster self-discipline and develop responsibility for one's own behaviour.

The school Principal and Leadership team, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.

Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

Holy Spirit school's Family-School Relationship Code of Conduct Policy is available to view on the website
<http://www.hsmanifoldheights.catholic.edu.au/our-school/policies>

Terms of enrolment regarding conformity with principles of the Catholic faith

As a provider of Catholic education, the principal will take into account the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are non-Catholic or are members of other faiths are warmly welcomed at our school.

Parents of the non-Catholic child must agree to their child receiving Religious Instruction and attending all Religious Celebrations held during school hours.

Parents of non-Catholic children must understand that the enrolment of their child at Holy Spirit school does not give them the automatic right of admission to a Catholic Secondary School.

Terms of enrolment regarding provision of accurate information

It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.

Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.

Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.

The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

Enrolment for children with additional needs

The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:

- a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (e.g. giftedness or an experience of trauma)
- b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (e.g. medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)
- c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals
- d) any limitations on the school's ability to provide the additional assistance requested.

The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:

- a) the additional assistance remains necessary and/or appropriate to the child's needs
- b) the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
- c) it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

Reporting, Assessment and updates

Holy Spirit School offers various opportunities for parents/guardians to keep you up to date with your child's progress. You will receive two comprehensive written reports each year, and regular opportunities are made for interviews throughout the year where you can discuss your child's development with their teacher.

EVALUATION: This policy will be reviewed as part of the school's review cycle.

Policy Dated 20 June 2019

Disclaimer: *Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website*

<http://www.hsmanifestheights.catholic.edu.au/home>