



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. The first priority of a Catholic school is the provision of a Catholic education for Catholic children. Schools will work towards and/or maintain the highest possible level of Catholic enrolment.

Goals

- Holy Family school is to work towards the highest possible level of Catholic enrolment.
- Holy Family school will work with neighbouring Doveton schools to coordinate enrolment dates and procedures in order to maximise the number of enrolments from the Doveton area.
- The Principal in conjunction with the Parish Priest, is able to exercise some flexibility with respect to enrolment decisions where, pastoral discretion may be deemed necessary.

NOTE: For the purpose of enrolment in a Catholic school, a child is considered to be Catholic if the child is a member of the Catholic Church, usually established by a Certificate of Catholic Baptism.

Implementation

- Families wishing to enrol their child at Holy Family need to complete an Application for Enrolment form.
- Parents will be shown around the school by a member of the school leadership team.
- Following the processing of the application a meeting with the family will be organised. The meeting will be with the Principal and/or a member of the leadership team.
- At the meeting the following information will be outlined to the families:
 1. Prayer and liturgy are vital aspects of religious life in the school.
 2. The pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church.
 3. The teachings and values of the Catholic Church are paramount.
 4. The parents/guardians will be asked if the child (children) has any behavioural, social or emotional or academic problems.
 5. A sociolinguistic profile will be completed during the meeting.
- The order of priority for enrolment at Holy Family is:
 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).
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.

NB. Siblings of children already enrolled in the school should be given priority.

- Families are to sign an enrolment agreement/commitment when they complete the Application for Enrolment form.
- Families need to advise the principal of any Court Order(s) that may exist in regard to the child, of 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.
- Following the acceptance of an enrolment the family and the student are involved in a transition program. (See Transition Policy.)

Evaluation

As part of School Development Plan.

Staff members involved: Steve Twomey and Connie Drossaert

Date of ratification: 2019

Date for review: 2021

Reference: CEOM Policy 2.4

Enrolment for Schools in the Archdiocese of Melbourne