



---

## Procedures for Development and Dissemination of Local School Enrolment Policies: Primary Schools

### 1. Local School Enrolment Policy Development

School communities must develop local school enrolment policies consistent with this CEOM Enrolment Policy and the list of enrolment priorities (at 3 below) which should accompany the local school enrolment policy as a guide for parents.

In developing the local school enrolment policy it is expected that schools will:

- a. give priority as per the enrolment priorities established for schools in the Archdiocese (at 3 below);
- b. collaborate on the basis of Episcopal Regions or across a cluster of schools within a region to ensure consistency and transparency of local school enrolment policies and practices;
- c. ensure enrolment processes are consistent with the procedures in this CEOM Enrolment Policy, 'Enrolment Processes and Procedures in Schools' (see **Appendix 4**);
- d. ensure that enrolment criteria are clear and unambiguous;
- e. comply with all relevant legislation;
- f. indicate in the local school enrolment policy that the policy is consistent with this CEOM Enrolment Policy.

### 2. Communication with the School Community

Catholic schools should employ strategies for communicating with the broader community, including Catholic families, about the local school enrolment policy and processes. In this respect, primary schools should ensure that:

- a. the local school enrolment policy is reviewed and updated on a regular basis;
- b. policies and related documentation are accessible from a wide variety of sources, including the local Catholic church/es and the school website;
- c. there is collaboration on the promotion of Catholic education in their Episcopal Region;
- d. parents/guardians are aware of the expectation to support the school in the Catholic education of their children and involve themselves as much as possible;
- e. parents recognise and are prepared to meet their financial responsibilities for the ongoing enrolment of the child.

### 3. Enrolment Priorities

The following list provides an agreed order of priority for enrolment in Catholic primary schools in the Archdiocese. Some schools may wish to elaborate on this list. In doing so, they should ensure that any local criteria are published widely and enrolments made within acceptable timeframes. The list should accompany the local school enrolment policy as a guide to parents. The order of priority 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.

**Note:** Siblings of children already enrolled in the school should be given a priority.

#### **4. Application for Enrolment**

Each school should develop its own Application for Enrolment form with a date for return.

The Application for Enrolment form should contain a statement which ensures that parents/guardians acknowledge that the school is a Catholic school in which:

- prayer and liturgy are vital aspects of religious life in the school;
- the pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church;
- the teachings and values of the Catholic Church are paramount.

#### **5. Parental Responsibilities**

Schools should ensure that at the time of enrolment, parents understand their responsibilities in providing ongoing support for their child's Catholic education. In particular, parents/guardians should be 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 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. (Any difficulties in this regard should be discussed with the principal.)
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.
5. Parents/guardians must supply the school with a Health Immunisation Certificate.

Schools should strive to be welcoming and inclusive and to collaborate with parents as partners in the education of their child, while making every effort to ensure a Catholic education is accessible to every Catholic family through the provision of family-friendly fee policies and fee relief.