Rationale:
The Catholic Education Commission of Victoria Inc. (CECV) encourages all Catholic parents to seek a place in a Catholic school for their students. The enrolment process ought to be fair and ideally a positive experience for the prospective student and his or her parents or guardians.

Aims:
The purpose of this policy is to describe the criteria for enrolment at the school, that is who are eligible to apply for a place at the school, and to describe the processes that apply to those seeking enrolment.

Implementation:
• Parents and students wishing to enrol will be interviewed by the Principal on behalf of the Canonical Administrator. Before any enrolment can be confirmed, it must receive the endorsement of the Canonical Administrator, in accordance with their duties under Canon Law.
• The special needs of students shall be taken into account on an individual basis. The Principal in consultation with the Canonical Administrator will assess the school’s capacity to provide adequate staffing resources and facilities such as to ensure that the school can provide effective teaching for the special needs of their students. The 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.
• By law, children must turn five by the 30th April of their first year of school. The “Early Enrolment Policy” is to be referred to when parents seek enrolment for a child of a younger age.
• Students who meet the enrolment criteria and have turned five by the 30th April of their first year of school will not be excluded from enrolment, subject to class sizes and vacancies.
• Students of other faiths will be considered for enrolment provided it does not result in the exclusion of Catholic students. These students will be required to respect the life, nature and identity of the school. Once enrolled these students will have the right to complete their Primary education at the school.
• Students of other faiths will be expected to participate fully in all aspects of the school life.
• All prospective students will be required to demonstrate that they have received required immunisation, or have necessary documentation stating why they have not participated in the program.
• All information gathered during the enrolment process will be maintained according to the Privacy Act 2000.

School Fees
• While it is important that parents appreciate their responsibility to pay such fees and levies as are determined by the School Board, the Principal does have the discretionary power to ensure that a child is not excluded for financial reasons.
• Parents will be given the opportunity to make arrangements with the Principal or Canonical Administrator for an alternate system of payment, a reduction in the amount payable, or for an exemption from paying fees if warranted by extraordinary circumstances.

References:
Register of Enrolments

- A Register of Enrolments containing all necessary information will be maintained at the school.

Evaluation:

This policy will be reviewed as part of the school renewal process.

This policy was last ratified by the School Leadership Team in March 2014.