



## **Enrolment Policy St Anne's Primary School**

St Anne's Primary School is a Catholic community where Gospel values and Catholic traditions are nurtured. Within this community we seek to foster faith, prayer and a sense of belonging in an atmosphere of trust and acceptance. Enrolment at St. Anne's indicates a willingness to participate in the Parish and school by the child's family.

### **Points to be considered for enrolment include:**

- completion of application for enrolment (together with appropriate certificates).
- interview – as required.
- availability of places.

### **Priority for enrolment:**

1. Catholic children who are residents of the parish.
2. Siblings of children already enrolled in the school.
3. Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest.
4. Catholic children from other parishes (for pastoral reasons).
5. Children from non-Catholic Eastern churches who reside in the parish.
6. Children from non-Catholic Eastern churches who reside outside the parish.
7. Other Christian children who reside in the parish.
8. Other Christian children who reside outside the parish.
9. Non-Christian children who reside in the parish.
10. Non-Christian children who reside outside the parish. Note: Siblings of children already enrolled in the school should be given a priority.

All children enrolling at St. Anne's, East Kew, deserve a smooth transition that enables them to become part of our school community with a minimum of disruption and maximum support. As a Catholic school, we strive to be open and welcoming to all Catholic students, regardless of their background and needs, and do everything possible to accommodate a child's individual needs.

At the Principal and/or Parish Priest's discretion, there may be some flexibility with respect to enrolment decisions where pastoral care may be necessary.

- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- Other parents seeking early age entry for their children must make a written application to the Parish Priest and/or Principal.
- The learning capacity of a child is generally not a criteria for entry, however the enrolment of children with an impairment, disability, handicap or behavioural problems would depend on the school's ability to cater for the specific needs of the child. Students with Disabilities and Impairments will be enrolled along with all other eligible children. Supporting documentation should be provided to enable the school to make an informed decision regarding enrolment.

- The Principal will contact Principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate.

School fees are a substantial part of the school's income and parents are expected to accept their fee commitment. Failure to meet payment of fees by non exempt parents will result in a phone call from the Principal, followed by a letter. Continuation of non-payment of school fees may lead to the Parish Education Board selecting an independent fee collection agency to gather all outstanding fees. An account charge will be added to the fee for recovery costs.

Students will be allocated to classes according to our "Class Groupings" Policy.