St Michael’s Primary School, Traralgon

Enrolment Policy

RATIONALE
St Michael’s Primary School has been established by our Catholic community to provide a full primary education for Catholic children in our Parish since 1902. Our Catholic Identity and mission of evangelising to the faith community is embedded as part of our mission.

AIM
To establish enrolment procedures that afford each applicant genuine respect and reflects the school’s aim to be inclusive and accessible.

To provide clarity of processes and procedures for parents seeking to enrol their children in St Michael’s.

When considering the enrolment of students into St Michaels the school will apply the principles and procedures contained within this document.

PRINCIPLES
Our school is founded on the person of Jesus Christ and enlivened by Gospel values in order to highlight the relevance of our faith to life and contemporary culture.

Our school is committed to the development of the whole person and embedded within the community of believers and shares in the evangelising mission of the church.

Our school strives to cater for the needs of all students at each level and to meet individual need over a wide range of learning abilities. These objectives must be equitably achieved within the constraints of the available teaching and material resources.

Catholic families have a right to a Catholic education for their children whenever this is possible.

Children from all families who are prepared to support Catholic ideals and principles may be considered eligible for enrolment. “Catholic families” are defined as families in which children have been baptised Catholics or at least one parent is a Catholic.

To be enrolled in Prep, children must be five years of age by the 30th April in the year they commence school. The Principal, in conjunction with the Director of Catholic Education, Sale Diocese, may give younger children special consideration.

Parents/guardians and children are expected to support the religious principles and ideals of our school by sharing in the nature, life and identity of St Michael’s School, participating in and respecting the Religious Education Program.

The intellectual or physical capability of any child seeking a place at St Michael’s School will not be a barrier to entry, provided the school is able to cater for any special needs.

It is expected that parents/guardians will be involved in school life and support the school’s traditions.

IMPLEMENTATION
Enrolments will be officially opened in the last week of May immediately following the Prep Information Night.
Parents/guardians will be interviewed in June prior to a formal offer for enrolment. After the interview Parents/guardians will be advised in writing that enrolment at St Michael’s School has been accepted. Parent will return a formal acceptance prior to enrolment being finalised.

Children in other grades are admitted throughout the year, class sizes permitting. Throughout the year Kindergarten children will be invited to attend Kinder Kids reading session held three times each term.

There are Orientation Days in November and December where new preps and children entering other grades the following year come to spend some time with new classmates. The Parish Priest reserves the right to be involved in all aspects of the enrolment procedures.

**ENROLMENT GUIDELINES**

Within the context of the above principles and procedures, the following criteria are provided for the Principal and Parish Priest to assist their discernment when the number of enrolment applications exceeds a school’s available places. These guidelines along with pastoral consideration and date of receiving enrolment applications will inform the process.

A *normal criterion of entry to St Michael’s School will be*:

1. Siblings of children already attending the school.
2. Catholic children who are members of the designated local parish community.
3. Catholic children who reside in other parishes and cannot obtain places in their local parish school.
4. Catholic children from non-Catholic primary schools whose residential address is in the designated parish.
5. Catholic children who reside in other parishes and who could have gained enrolment in their parish school.
6. Children from families who belong to any Orthodox Churches as they may take full part in the sacramental life of the Catholic Church if they live a long way from their own church.
7. Children of families with other religious convictions whose parents/guardians desire, and are committed to, a Catholic Education for their children.
8. Children from non-religious families whose parents/guardians desire, and are committed to, a Catholic Education for their children.

**RESOURCES**

Diocese of Sale - Policy of Bishop’s Diocesan Education Council, CATHOLIC SCHOOLS’ ENROLMENT

**Evaluation**

This policy will be reviewed as part of St Michael’s four-year review cycle or as required.

**Ratification**

This policy was last ratified by staff in June 2018.