

St. Therese's School, Essendon

Enrolment Policy



Rationale

St Therese's School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Enrolment principles

Our governing body, the MACS Board has established an agreed order of priority for enrolment which St Therese's School must follow.

Our first priority is the provision of a Catholic education for Catholic children.

While St Therese's school is open to families of all faith and non-religious backgrounds, we aim and give priority to enrol Catholic and Orthodox children ahead of other Christian denominations, non-Christians or children of no religious affiliation.

Enrolment of Catholic Students

Our order of priority for enrolment has been approved by our governing body, the MACS Board. The Board requires St Therese's School to follow this Enrolment Policy.

Our order of priority is:

1) Children with a familial relationship:

siblings of children who are enrolled at, or have previously attended the school
daughters/sons of former students

2) Children who are residents of the Parish Boundaries and are in order of preference:

- a) Catholic
- b) Orthodox
- c) Other Christian
- d) Non-Christian
- e) Of no religion

3) Children who are not residents of the Parish Boundaries, are unable to access the local Catholic primary school in their parish of residence, and are in order of preference:

- a) Catholic
- b) Orthodox
- c) Other Christian
- d) Non-Christian
- e) Of no religion

Consideration will be given to families actively involved in the parish and for whom St. Therese's is their normal place of worship.

Families Moving Outside the Boundaries

The Principal, in consultation with the Parish Priest, reserves the right to review the continuing enrolment of students, whose families move outside the Parish boundaries. Consideration will be given to families who show an ongoing commitment to the life of the school and the Parish.

Enrolment Procedures for Foundation (Prep)

1. Present Education Department policy is that children must turn 5 years by 30th April of the year in which they commence.
2. Enrolments will be generally open for a period of two weeks in March, coinciding with *Catholic Education Week*. An *Enrolment Registration Evening* will be held in the first week of enrolments being open. This is an opportunity for all parents/guardians with children eligible to commence school the following year to sit with a Board Member and have general information supplied about our school and to have questions answered. Before the application closing date, a completed *Application for Enrolment* may be lodged digitally after registering.
3. As a part of the online *Application for Enrolment*, parents are asked to include the following:
 - a. **certified** copy of your child's birth certificate
 - b. **certified** copy of a current rates notice / lease agreement - displaying current residential address
 - c. **certified** copy of an electricity, gas or water account - displaying current residential address
 - d. copy of your child's baptismal certificate
 - e. copy of your child's immunisation certificate - if complete
 - f. any other relevant documentation that you are required to provide as stipulated in the *Application for Enrolment* form.

It is to be noted that the submission of an application does not guarantee an interview/offer of a place.

4. Shortly after applications have closed, the Principal will notify all applicants as to whether their application will be further considered or declined.
5. Interviews with the Principal and their nominee will then be offered to those being further considered. These generally take place from late April to early June. The child and parents/guardians are all required to attend the interview.
6. At the conclusion of the interview period, a letter will be emailed to all interviewees, indicating the success or rejection of their application.
7. Acceptances of an offer of a place are required to be returned by the end of second term.

Fees, Levies and Other Charges

The setting of fee levels and other compulsory charges in Catholic primary schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to

participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

Fee concessions and exemptions will be granted to families who are genuinely unable to meet the fees. Exemptions will be reviewed at the commencement of each year. This is done by the School Principal and Parish Priest. Parents/guardians who are able, but are unwilling to meet their financial commitments will be made aware of their obligations, as a matter of justice to other families. Ability to pay school fees will not be used as criteria for enrolling students at St. Therese's School.

Conformity with Principles of the Catholic Faith

As a provider of Catholic education, the school Principal will take into account the need for the school community to represent and conform with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Pupils and families who are members of other faiths are warmly welcomed at our school. However, the school reserves its right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

Acceptable Behaviour

Every person at the school has a right to feel safe, to be happy and to learn, therefore we aim:

- to promote the values of honesty, fairness and respect for others;
- to acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
- to maintain good order and harmony;
- to affirm cooperation as well as responsible independence in learning; and
- to foster self-discipline and to develop responsibility for one's own behaviour.

The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of a child's enrolment, parents and guardians are expected to comply with the school's behaviour aims, and to support the school in upholding prescribed standards of dress, appearance and behaviour.

Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the relationship between parent/guardian and school, may result in suspension or termination of the child's enrolment.

Verification of Enrolment for Application

At the discretion of the Parish Priest and Principal, verification of information provided on the *Enrolment for Application* may be referred to an outside agency.

Student GSuite for Education Account

As a part of St. Therese's School's approach to Digital Technologies in today's world, our students use GSuite for Education - a cloud based learning management service provided by Google. Each student has an account created for them in order for them to participate and interact in this online learning environment.

These accounts are created and maintained by St. Therese's School and will be part of a wider Catholic education Google instance. GSuite includes a variety of services such

as email, document creation, file sharing, and more. It allows students to create, collaborate and share work with their peers and teachers.

St. Therese's School uses a robust web filtering and tracking system to ensure that all network traffic at school is secure and supervised. All information created or transmitted can be monitored by St. Therese's School to ensure all of our students act appropriately and become positive digital citizens. St. Therese's School reserves the right to view or extract any data (documents, images, websites visited etc) that a student may create/access/interact with in order to maintain a safe and respectful learning environment.

At times, students may be asked to log in and access their GSuite account at home for research or Home Learning purposes. While they will still fall under the account security policies in place at St. Therese's School, it is important to note that we cannot monitor or protect your child from content found while using the internet outside of the school network.

Upon enrolment, you will give permission for your child to use a St. Therese's School administered GSuite for Education account. Understand that your child will be able to use their GSuite account to:

- send and receive emails
- create, collaborate on and share digital content/documents
- use a Google Drive for cloud based data storage
- use chat and other communication tools within the St. Therese's School managed account
- use other Google Apps that have been approved for use by St. Therese's School

Further information on GSuite for Education within our school environment can be found in the STS Privacy Policy and STS Standard Collection Notice.

Provision of Accurate Information

It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon his or her physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.

Parents and guardians must provide accurate and up to date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.

Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.

The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

Once an enrolment has been accepted, all pertinent information is recorded on the enrolment register which is updated regularly by administration staff.

Application of Enrolment

We 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.

We are open and welcoming to all Catholic students, regardless of their background, and do everything reasonable to accommodate the individual needs of each student. The MACS Board encourages and supports its schools to extend particular assistance to children who are poor, disadvantaged or considered most at risk.

Parents who wish to accept a place in a MACS school for their children will be required to agree and sign an Enrolment Agreement with MACS, represented by the Principal, for enrolment at the particular School.

We are required to collect and retain particular information about parents and their child in accordance with this Framework. Parents are required to provide particular information about their child during the enrolment procedure in order for our governing body to meet its duty of care obligations and to satisfy government requirements. Lodging an Enrolment Form does not guarantee enrolment at the particular School.

Document Control

Version	Author	Purpose/Change	Date
0.1	Various STS L'ship Members	Initial policy drafting	Pre 2018
0.2	STS Leadership Team	Various updates throughout policy	Mid 2018
1.0	STS Leadership Team	Policy reviewed	Mid 2019
1.2	STS Leadership Team	Policy reviewed	Early 2020
1.3	STS Leadership Team	Policy reviewed	Early 2021