

Enrolment Policy & Guidelines

Reviewed: July 2015

Identity Statement:

St Luke's Catholic primary school is a community that journeys together in Christ as we grow, learn and celebrate.

Vision Statement:

St Luke's primary school strives to...

- Teach, model and live the teachings of Jesus within a catholic faith community;
- Celebrate the excitement of learning;
- Foster partnerships with families and the wider community to bring our children to their full potential;
- Educate the whole person – spiritually, academically, socially, emotionally, morally and physically to nurture the wellbeing of all.

COMMITMENT TO CHILD SAFETY

All students enrolled, and any student visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

CHILDREN'S RIGHTS TO SAFETY AND PARTICIPATION

The staff and volunteers of St. Luke's Catholic Primary School, Shepparton encourage students to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.

We teach students about what they can do if they feel unsafe. We listen to and act on any concerns students, or their parents or carers, raise with us.

VALUING DIVERSITY AND INCLUSION

We value and celebrate diversity, especially cultural diversity, and we do not tolerate discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal students and their families
- promote the cultural safety, participation and empowerment from culturally and/or linguistically diverse backgrounds (CALD) and their families
- promote the personal safety, participation and empowerment of students with a disability and make them feel welcome and part of all aspects of school life

Preamble – taken from the Sandhurst School Education Board (SSEB) Enrolment Policy and Guidelines

Each Catholic school of the Diocese of Sandhurst

'Participates in the evangelising mission of the Church and is the privileged environment in which Christian education is carried out. In this way Catholic schools are at once places of evangelization, of complete formation, of enculturation, of apprenticeship in the lively dialogue between young people of different religions and social backgrounds. The ecclesial nature of the Catholic school, therefore, is written in the very heart of its identity as 'a teaching institution.'

(The Catholic School on the Threshold of the Third Millennium 1997 n19)

1. GUIDING PRINCIPLES

- St Luke's school is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.
- St Luke's school has a particular responsibility to provide access to children baptized in the Catholic faith.
- St Luke's welcomes, accepts and supports those in most need.
- St Luke's enrolment policy seeks to include rather than exclude.
- St Luke's strives to ensure that the enrolment process is a welcoming reflection of the teachings and values of the Church.
- St Luke's seeks to actively engage families and carers as partners in their child's education process and the life of the school in an atmosphere of co- responsibility and co-accountability.
- St Luke's respects the traditions of other faiths
- St Luke's welcomes families who wish to enrol a child with additional learning needs and will do everything possible to accommodate the child's needs.
- St Luke's abides by the Commonwealth Disability Discrimination Act 1992 (DDA) makes it against the law to treat people unfairly because of a disability.

Definition of Disability:

Disability discrimination is when a person with a disability is treated less favourably than a person without the disability in the same or similar circumstances.

2. ENROLMENT GUIDELINES

- It is the baptismal right of a Catholic child to be educated within a Catholic school.
- Therefore, the faith commitment of the parents will not be used as criteria for enrolling a Catholic student in Catholic schools.
- The normal expectation is that students seeking enrolment will reside in the designated parish or the agreed area that the school serves.
- A family's capacity to pay all or part of the school's fees will not be a criterion for enrolment.

ST LUKE'S ENROLMENT CRITERIA – the following criteria is in priority order.

1. Children baptised in the Catholic faith that are members of the designated parish communities.
2. Children baptised in the Catholic faith from other parishes that do not have a primary school or where the designated parish primary school has no vacancies.
3. Siblings of other children already enrolled who are not baptised in the Catholic faith.
4. Children of other Christian Churches and other faith traditions, who with their parents, respect and agree to support the Catholic mission of the school including the religious education it offers for their children.
5. Children who, with their parents, respect and agree to support the Catholic mission of the school including the religious education it offers for their children.

ST LUKE'S ENROLMENT PROCEDURES

Enrolment Boundaries: Enrolment Zones (boundaries) exist between the four Catholic primary schools in Shepparton / Mooroopna, in addition to parish boundaries which may also involve neighbouring schools.

Current Zones: The zone for St. Luke's Catholic Primary School is north of Pine Road to Boundary Road.

Families seeking to cross these zones (boundaries) for any reason are requested to approach the Principal of the school in the zone which they reside to discuss reasons for seeking approval to do so.

If a family with children enrolled in the school moves from the school zone, the children may continue at the school until graduation if parents and carers so wish.

Enrolment Process
(for families commencing in the new school year)

Attend Open Day
Receive Information Booklet

Book Enrolment Interview with Principal

Return completed Application for Enrolment Form
with relevant documents by __/__/__

Letter of offer sent to families early October.
Acceptance of offer letter to be returned by --/--/--
From acceptance of offer of enrolment families will be added
to our database for communication updates ie newsletters etc

Prep Information Night for Parents

Orientation Day

Enrolment Interviews:

Enrolment Interviews will be conducted in early Term Three. The interview will take approximately 30 minutes followed by a tour of the school, again taking approximately 30 minutes.

If you have attended our Open Day you will not be required to take another tour, but it is compulsory to have an Enrolment Interview.

The enrolment interview is for the child, Parent(s) / Carer and will be conducted by either our Principal, or Deputy Principal. The tour following the interview will be conducted by our Year 6 Leaders.

Please contact the school office on 58221 834 and book in a time with one of our Admin Officers.

Families wishing to enrol mid year should contact the school directly to arrange an appointment to meet with the Principal or Deputy Principal.