

## Enrolment Policy

### Commitment to Child Safety

All students enrolled, and any child visiting, have a right to feel safe and be safe all of the time. The wellbeing of children in our care will always be our first priority and we have zero tolerance for child abuse. At Sacred Heart we strive to maintain 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. We are committed to continually reviewing our Child Safe policies and practices to ensure that every effort is made for ongoing improvement of our Child Safe environment.

We at Sacred Heart recognise that some groups of children are particularly vulnerable and we are committed to promoting the cultural safety of Aboriginal/linguistically diverse children and also promoting the safety of children with a disability.

### Identity Statement

Sacred Heart is an active learning community working in partnership with families, inspiring strength through faith and love.

### Vision Statement

At Sacred Heart School we believe:

- In celebrating our Catholic faith in a life-giving community of witnesses who serve God and society.
- In fostering open and supportive relationships with families as the primary educators of their children.
- In actively ensuring that all children have the right to feel safe and be safe in all school environments and outside school hours.
- In educating the whole child in a learning environment where teamwork and collaboration are central so that each child becomes a valuable contributor to society.
- In providing a curriculum which cultivates effective life long learners commitment to informed, current teaching and learning practice.
- In building relationships based upon mutual respect, trust and care in an environment of justice, equality, compassion and hope.

### Rationale

The Catholic Church establishes schools because it *'has in a special way the duty and right of educating, for it has a divine mission of helping all to arrive at the fullness of Christian life.'* (Can.794 #1)

Sacred Heart School *'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 evangelisation, of complete formation, of inculturation, 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)

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. The first priority of a Catholic school is the provision of a Catholic education for Catholic children.

## **Aim**

At Sacred Heart School we:

- Strive to be a school that is authentically Catholic and faithful to the mission of the Church (SSEB Enrolment Policy & Guidelines, 2013).
- Commit to implementing an efficient process of enrolment which complies with Catholic Education Policies and Government (VRQA) legislation.

## **Principles**

- Sacred Heart School is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.
- Sacred Heart School has a particular responsibility to provide education for children baptised in the Catholic faith.
- Sacred Heart School has a particular responsibility to welcome, accept and support those in most need.
- Sacred Heart School is committed to an enrolment policy and practices that are inclusive rather than exclusive.
- Sacred Heart School strives to ensure that the enrolment process is a welcoming reflection of the teachings and values of the Church.
- Where necessary, local pastoral discretion will be exercised by the Principal in consultation with the Canonical Administrator. Examples of circumstances that may require flexibility include: family breakdown, family mobility, parent(s) or guardians(s) not in a position to fully support the education of their children, students in 'out of home care', children experiencing serious educational disadvantage, Aboriginal or Torres Strait Islander background, refugee status, late applications as a result of special circumstances.
- A family's capacity to pay all or part of the school's fees will not be a criterion for enrolment. Applications will be made available to these families which will entitle them to fee relief. Please refer to the Fee Collection Policy for further information.
- Neither academic criteria nor physical activity should be used to exclude students from Sacred Heart.
- Advice from the Catholic Education Office Sandhurst will be sought if there are any concerns about unjustifiable hardship on the school community should a particular child be enrolled.
- Full fee paying overseas students may only be enrolled in Catholic Primary school of the Diocese after the needs of 'local' student who are eligible for enrolment have been met.

## **Enrolment Criteria**

The following criteria will guide the prioritising of enrolments:

- All children must turn five on or before April 30 in the year they commence.
- Children baptised in the Catholic faith who are members of the Sacred Heart, Tatura, Parish community.
- Children baptised in the Catholic faith from other parishes, which do not have a primary school or where the designated parish primary school has no vacancies.
- Siblings of children baptised in the Catholic faith already enrolled.
- Siblings of other children already enrolled who are not baptised in the Catholic faith.
- 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.
- 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.
- Other considerations may include, a family association with the school and being the sibling or child of a past pupil. These considerations should not preclude other relevant factors being taken into consideration when determining which children will be offered enrolment. Local pastoral discretion is an important element in the decision-making process and will be taken into account by the Principal and Canonical Administrator.

## **Implementation**

Enrolments will open in Term 2 and applications will be made available via the School office and website. Parents and children will meet with the Principal or Principal's nominee prior to the acceptance of the enrolment application with signed enrolment agreement. Copies of the applicant's Baptismal Certificate (if applicable), Birth Certificate and School Entry Immunisation Certificate will need to be obtained.

Successful applicants will be notified in Term 3.

Prospective students will be invited to participate in various orientation activities in Term 4.

Prospective students with disabilities will be treated in accordance with the Standards for Enrolment Section 4 Disability Standards for Education 2005.

Enrolments will be considered throughout the year. Students will need to provide:

- Transfer note from former school.
- Copy of School Entry Immunisation Certificate.
- Copy of Baptismal Certificate (if applicable).
- Copy of Birth Certificate.

## **Appeal Process**

Any appeal against a decision to refuse enrolment shall be made to a School Appeal Committee established in the school community to consider such appeals. Membership will comprise the Principal, a member of the school's governance body and a Parish

Priest/Canonical Administrator (or representative) from the designated region that the school serves.

**Last Review: May 2020**

