

## Form 1: Enrolment Policy



### Sacred Heart Primary School Tatura Enrolment Policy

#### 1. Introduction

**Sacred Heart** is a registered Primary Catholic School which operates with the consent of the Bishop of the Catholic Diocese of Sandhurst and is owned and operated by Catholic Education Sandhurst (CES) Limited, 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.

**Sacred Heart is an educating community of living witnesses working in partnership with families, inspiring strength through faith and love.**

This Enrolment Policy is part of the Enrolment Framework approved by the Board of CES Limited (the Board) which must be followed by all Sandhurst Catholic Schools. The Enrolment Framework is available at [www.shtatura.catholic.edu.au](http://www.shtatura.catholic.edu.au).

#### 2. Purpose

This policy sets out requirements for enrolment of domestic students at **Sacred Heart**.

#### 3. Enrolment Principles

**Sacred Heart** welcomes enrolments from families of all faiths and non-religious backgrounds. Where enrolment interests exceed the number of placements available, **Sacred Heart** will give priority to enrolment of Catholic children as outlined in the [Enrolment Priority Criteria](#) approved by the Board.

Families who enrol their children at **Sacred Heart** do so on the understanding that they respect and agree to support the Catholic identity, ethos and mission of the school and acknowledge the importance of religious education for their children.

**Sacred Heart** wants to make every effort to ensure Catholic education is accessible to every Catholic family through the provision of family-friendly fee payments and relief.

**Sacred Heart** strives to accommodate children with diverse needs. In cases where a child requires significant adjustments in order for an enrolment to be possible, **Sacred Heart** will

consider its obligations arising from Disability Standards and related legislation; what is in the best interest of the child and whether the school can reasonably be expected to make the required adjustments to assist the child to take part in education courses and programs, on the same basis as a child without disability.

Enrolment is subject to the maximum capacity of **Sacred Heart**. For those students not able to be offered enrolment, **Sacred Heart** will support their families in finding enrolment with another Catholic school.

## 4. Enrolment requirements

### Age requirements

A child is eligible to enrol in Foundation level at **Sacred Heart** if they are five years old by 30 April in the year in which they begin school. If a parent/guardian is seeking to enrol their child at a younger age, a minimum age exemption is required from the Executive Director of CES Limited via the [Application for Early Age Entry to School](#). Approval for early age enrolment will only be granted in exceptional circumstances.

It is expected that students seeking enrolment will normally reside in the designated parish or the agreed area that **Sacred Heart** serves. Students may be accepted for enrolment outside their parish or agreed area, which the school serves if there are demonstrable circumstances which significantly disadvantage the student and/or family should the enrolment not occur or if **Sacred Heart** meets their needs more appropriately than the student's designated parish school.

### Documentary evidence

You are required to provide particular information about your child during the enrolment process, both at the provisional application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, **Sacred Heart** may not be able to enrol your child.

**Sacred Heart** require the following documents from parents/guardians for enrolment purposes:

1. evidence of the child's Australian citizenship or permanent residency or eligible visa details
2. birth certificate of the child
3. immunisation records and other health records
4. court orders, custody arrangements relating to the child
5. previous school reports
6. any documentation relating to specific medical, health or additional needs.

## Fees

School fees; fee schedules and payment options are outlined in the **Sacred Heart** Fees document published on the school website.

The fees must be paid for a child to enrol and to continue enrolment at the **Sacred Heart**. 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.

In accordance with [CES Limited's School Fee Policy](#), any family facing genuine financial hardship should in the first instance speak with the Principal. Families facing hardships are encouraged to apply for a fee concession. This includes those families who hold a Health Care Card (HCC) eligible for Camps, Sports and Excursion Funds (CSEF). An application for a fee concession should be made to **Sacred Heart** and all information provided will be treated in the strictest of confidence.

## 5. Enrolment process

**Sacred Heart** enrolment process, including timelines and forms are published on the school website. The following enrolment related documents are published/available on our website:

[CES Limited Enrolment Framework](#)

[Sacred Heart Enrolment Policy](#)

[Sacred Heart Enrolment Procedure](#)

[Application for Enrolment form](#)

[Offer of Enrolment: Request for Additional Information form](#)

[Enrolment Agreement](#)

[Enrolment Priority Criteria](#)

[Sacred Heart Fee Policy](#)

[Application for Early Age Entry to School](#)

[Shared Behaviour Expectations/Code of Conduct](#)

## 6. Enrolment register

In accordance with requirements of the Education and Training Reform Regulations 2017 (ETR Regulations), **Sacred Heart** maintains a register of enrolments that contains at minimum the following information in relation to each student enrolled at the school:

1. The student's name, age and address
2. The name and contact details of any parent or guardian of the student
3. The date of enrolment of the student
4. The Victorian Student Number allocated to the student

- The date that the student ceases to be enrolled at the school

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The information collected during the process of enrolment will be stored, maintained and shared in accordance with the *Privacy Act 1988 (Cth.)*. A copy of the enrolment information will also be maintained in each student profile.

## 7. Enrolment register procedures

**Sacred Heart** collects enrolment data at the point of enrolling a new student. For all existing students, the school undertakes a process of confirming enrolment data, including health information and emergency contact information. The process of confirming enrolments typically occurs at the end of an academic year. It is the responsibility of the parents/guardians to inform the school of any changes to the enrolment information as soon as practicable. It is the responsibility of the Admin Officer member to collect, store and maintain enrolment information in the register in accordance with this Policy and procedures.

## 8. Roles and Responsibilities

Position/Roles	Responsibilities
<b>CES Limited Board</b>	Approves Enrolment Framework
<b>Executive Director</b>	Approves contextualisation of school enrolment policies and procedures Make decisions in relation to enrolment appeals as outlined in the Enrolment Procedures document.
<b>School Principal</b>	Ensure <b>Sacred Heart</b> Enrolment Policy and Procedure is aligned with CES Limited Enrolment Framework and implement the Framework. Make enrolment decisions as outlined in the Enrolment Procedures document.
Admin Officer	Collect, store and maintain Enrolment information in accordance with <b>Sacred Heart</b> Enrolment policy and procedure. Provide prospective parents with the necessary information for the enrolment and admission processes.
<b>Parents/guardians</b>	Read and complete the Application for Enrolment Forms; the Enrolment Agreement, related Enrolment documents. Submit all requested information and disclose matters relating to the learning, emotional or physical needs of the applicant that may affect their education and notify the school of any changes to any enrolment information submitted as soon as practicable. Adheres to terms and conditions of the Enrolment Agreement.

	Description of revisions (s)
<b>Responsibility for Policy</b>	Executive Director School Principal
<b>Approval Authority</b>	CES Limited Board

<b>Approval Date</b>	October 2020
<b>Date of next review</b>	October 2021