



# St. Mary's, Inglewood

## Learning Today, Wisdom Tomorrow

### Enrolment Policy

#### Identity Statement

St Mary's Catholic School, Inglewood, is a community of learners, inspiring all to be people of light, in the footsteps of the Presentation Sisters.

#### Vision Statements

- Model and teach the message of Jesus in our relationships with each other, our God and our world.
- Build and value collaborative partnerships with students, staff and parents, the Parish and wider community.
- Create a positive and stimulating environment in which each person can academically, spiritually, emotionally, physically and socially reach their full potential.
- To foster a love of learning in a safe and respectful environment.

#### Graduate Outcomes

At St. Mary's we endeavour to educate graduates to:

- To embrace the love of God and His presence in their daily lives.
- To be respectful and accepting of all.
- To be kind and compassionate community members.
- To develop and sustain positive, loving relationships.
- To be leaders of action, promoting peace and justice in the world.
- To develop a positive work ethic to achieve their aspirations and dreams for the future.
- To display perseverance when faced with challenges in life.
- To be able to work both independently and collaboratively.
- To be an innovative, responsible and inquisitive learner, inspired by a love of learning.
- To have a sound knowledge of literacy and numeracy skills.

St. Mary's Primary School is committed to the safety and welfare of all children, within a secure environment.  
All children have a right to be treated with respect and to be protected from abuse and harm.

## **RATIONALE**

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfills its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools have been established primarily for Catholic children, however Catholic schools strive to be open and welcoming to all students, regardless of their background and needs, and we do everything possible to accommodate a student's individual needs.

Parents, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education, in particular, their education in faith. While the school promotes access to a Catholic education through the school enrolment policy, parents should also assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children. At St. Mary's School, students are encouraged to be involved in prayer and liturgy and to be living examples of the values and Catholic teachings of Jesus.

St. Mary's prides itself on being a community of students, families and staff who are passionate about education. We offer a broad, comprehensive curriculum to ensure that we meet the academic, spiritual, emotional, social and physical needs of all students.

## **COMMITMENT TO CHILD SAFETY**

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## **AIMS**

- Provide information for prospective parents regarding the enrolment process.
- To ensure that all prospective enrolments are treated fairly, using a transparent process.
- To ensure that every child has access to an education.
- To provide a learning environment for the development of every child's academic, spiritual, emotional, physical and social wellbeing.

## IMPLEMENTATION

- Children can be legally admitted to school if their fifth birthday is before April 30th in the year of enrolment.
- Enrolment of non-Catholic children may take place only when their enrolment would not exclude Catholic children from the school, as long as families give an understanding to respect and support the identity and ethos of the school.
- Students may be accepted from other local Primary Schools during the year, after consultation between the two schools involved to ensure positive lines of communication are fostered.
- In regards to those families where there are financial difficulties, discussion will take place with the Principal and, if appropriate, the canonical administrator, regarding fee payments.
- Students with special needs will be enrolled along with all other eligible children. Students with disability have a right to access education on the same basis as other students. The enrolment of students with special needs should be considered in the light of what is best for the academic, social and emotional growth of the child, the relevant laws and the policies, guidelines and protocols of the Catholic Education Commission of Victoria and the [Disability Standards for Education 2005](#).
- The school will do everything they can to ensure a successful and positive transition to school. At times, this may involve some adjustments to the normal attendance expectations at school, eg. shortened/staggered days, extra support, an increase in transition sessions, etc.

Whilst this policy is as comprehensive as possible, there may be some situations which are not specifically covered. In such instances, it is the responsibility of the Principal to decide the appropriate course of action to meet the needs of all involved.

## ENROLMENT PROCEDURE

### Term 2

Advertising for enrolments for St. Mary's Primary School commences in Term 2. Parents and students are invited to a Learning Walk around the school. Learning Walks are an opportunity to meet the principal, have a guided tour of the school, meet the staff and students and talk about the many wonderful opportunities our school has to offer. School Information Books are available and contain important information for prospective families. Communication with the local kindergarten includes the distribution of flyers and a visit from the Prep teacher and several of our current students.

### Term 3

Book Week takes place in Term 3 and the kindergarten children are invited to attend our Book Week celebrations. Parents are encouraged to attend this event with their children, as this provides an opportunity for the Principal to have a chat about their child's future schooling and answer any questions about the school. School Information Books are available for prospective families. As a follow up to this day, each kindergarten child receives a letter from the Principal, inviting them to visit our school again in the coming weeks for our Open Day. Our Open Day is an opportunity for families to visit the school and experience learning within the classroom as well as finding out what our school has to offer. School Information Books and Enrolment forms are distributed to all families who are interested in attending St. Mary's the following year.

#### **Term 4**

Families who have expressed an interest in attending St. Mary's, are invited to participate in our Transition program for Term 4. This involves attending the school for 3 sessions. The days and times of these sessions will differ so that the students can experience a wide range of learning activities within a variety of curriculum areas. Each session runs for approximately 2 hours. In December, all Catholic schools have an Orientation morning. On this day, all students move to their next grade level, with new teachers if applicable, from 9am - 1.30pm. Our prospective enrolments are encouraged to attend on this day as well. This day coincides with the Year 7 Orientation Day at secondary school.

#### **Term 1, Of the Prep School Year**

Prep students do not attend school on Wednesdays for the first few weeks of term. Commencing the week of Labour Day in March, Prep students attend full time.

### **EVALUATION: EXPECTATIONS AND PROCEDURES**

#### **i) Assessment:**

It is the role of the Leadership Team to review the Enrolment strategies set in place at the end of each year. From this review recommendations will be put in place. As part of this process parents and staff members will be consulted.

#### **ii) Record Keeping:**

As a result the Enrolment Policy will be updated each year in Term 2.

#### **iii) Reporting:**

The School Board will review the policy after the review process by the staff.