



# St John Vianney's Primary School

[www.sjvmulgrave.catholic.edu.au](http://www.sjvmulgrave.catholic.edu.au)  
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## Enrolment Policy

### Introduction

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. At St John Vianney's the first priority is the provision of a Catholic Education for the Catholic children. Catholic schools need to be accessible for Catholic families and steps are undertaken to ensure this. As St John Vianney's is a multi-ethnic and multi-faith community, students and families are welcomed into this community where the formation and education of the students is based on the principles of Catholic doctrine. St John's Vianney's school is a Catholic school in which prayer and liturgy are vital aspects of the religious life in the school. The pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church. Catholic teachings and values are paramount. Our Catholic Identity is integral to our School Vision.

St John Vianney's strives to cater for the needs of all students at each level, and to meet individual needs over a wide range of learning abilities. These objectives must be equitably achieved within the constraints of the available teaching and learning resources. St John Vianney's recognises the right of all students to educational opportunities that expand life choices.

### Enrolment Criteria

Children from all families who are prepared to support Catholic ideals and principles may be considered for enrolment.

Admission to St John Vianney's School comes under the following categories. Please note however, that Pastoral discretion may be applied by the Principal and or Parish Priest.

1. A sibling of a child already enrolled at St John Vianney's.
2. Catholic children who are residents of the parish.
3. Catholic children who do not reside in the parish but are recognised as parishioners.

4. Catholic children from other parishes.
5. Children from non- Catholic Eastern churches who reside in the parish.
6. Children from non- Catholic Eastern churches who reside outside the parish.
7. Other Christian children who reside in the parish.
8. Other Christian children who reside outside the parish.
9. Non- Christian children who reside in the parish.
10. Non- Christian children who reside outside the parish.

In regard to criteria for enrolment special consideration may be given to individual cases as determined by local circumstances, for example, but not limited to:

- Family situations necessitating a pastoral approach or requiring the exercise of compassion
- Children of ex- students or family connections to school or parish
- Family circumstances regarding mobility.

In considering student enrolment St John Vianney's takes into account the current Victorian Catholic Education Multi Enterprise Agreement in regard to class sizes and the effective operation of the school.

### **Procedure for enrolment:**

- Enrolment for the following year is advertised in Term 1 of each year and is advertised through the school newsletter, the school website, parish newsletter and within the surrounding kindergartens/preschools.
- Open Days are held in Term 1 and 2 and if deemed required in Term 3 each year.
- Entry age will be in accordance with Government regulations and Catholic Education Melbourne protocols. Currently Children must turn 5 by April 30<sup>th</sup> in their first year of school to be eligible for enrolment.
- Applications are made by completing the 'Application for Enrolment', form and returning this to the school.
- Families will be notified to come for an interview with the Principal/ delegate to discuss enrolment. Parents are asked to sign a 'Commitment Form.'
- Families will be notified via a letter of their acceptance/non acceptance into the school once all interviews have taken place, usually by the end of May.
- Along with the acceptance letter, families are asked to formally accept the place in writing and return this notification to school.
- A student may be placed on a 'Waiting List' and families will be contacted once a vacancy occurs.

## **The School requires the following documentation at enrolment:**

- Birth Certificate
- Baptismal Certificate (if baptised)
- Immunisation Certificate
- Medical/Health practitioner reports (if applicable)
- Court Orders (if applicable)
- Kindergartens Transition Form (if available)
- Previous School Report (if applicable)

Parents of students with additional needs are required to provide information that will facilitate the smooth transition into school. This may mean documentation from health practitioners. If the information you provide is incomplete or misleading, any decision made as to enrolment may be revised.

Application for enrolment Year 1 – Year 6, is accepted at any stage of the school year. Procedures for enrolment are as above.

Please note that enrolment at St John Vianney's does not guarantee enrolment at any other Catholic Primary or Secondary schools

This Enrolment Policy is consistent with the Catholic Education Policy Guidelines of Catholic Education Melbourne.

**Policy Reviewed:** Feb 2019.