



ST LUKE'S
Catholic Primary School
Wantirna

Address - 25 Stokes Road Wantirna

ENROLMENT

POLICY

Rationale:

St Luke's Primary School is an inclusive school where enrolment is open to Catholic, and where enrolment numbers permit, students from other faith traditions whose families support the values of the Catholic School.

St Luke's School Enrolment Policy is based on the recommendations made in the Education Policy Manual - Catholic Schools, Victoria and by the Catholic Education Commission of Victoria (CECV).

Aims:

The aim of this Policy is to articulate the basis upon which school enrolment eligibility will be determined.

Implementation:

The following list provides an agreed order of priority for enrolment in Catholic Primary Schools in the Archdiocese:-

1. Siblings of children already enrolled at St. Luke'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 by the Parish Priest.
 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 of the Parish.
 7. Children of Catholic parents who are not baptised.
 8. Other Christian children who reside in the Parish.
 9. Other Christian children who reside outside of the Parish.
 10. Non Christian children who reside inside of the Parish.
 11. Non Christian children who reside outside of the Parish.
- Children are to be five years old by April 30th in the year in which they will attend St Luke's.
 - Parents of children whose birthdays are in May or later must show permission from the Director of Catholic Education.
 - Where a child is unable to be accepted immediately because of class sizes or inadequate facilities, a waiting list will be set up. Applicants will be placed on the waiting list according to the order of receipt.

Procedures for enrolment:

- Family to submit an application for enrolment, with supporting documentation as outlined on the enrolment form.

- A mutually agreeable interview time will be arranged with the Principal or her delegate with the Parents/guardians and the child.
- A letter will be sent to each family indicating whether their child has been offered a place at St. Luke's Primary School.
- Families to notify the school indicating that they have accepted the spot, via an acceptance form.

Evaluation:

This policy will be reviewed as part of the school improvement cycle.

RATIONALE:

St. Luke's School exists to promote and educate students in the Catholic faith and to foster Christian ideals. At St. Luke's School, our enrolment policy will assist and guide parents and the school in determining whether St. Luke's Primary School is the school of choice that satisfies the needs of both the student and the school.

A place cannot be guaranteed immediately for any Catholic child transferring from another school, even if the family is relocating inside the parish boundaries. When a placement cannot be offered, a waiting list will be set up. This applies to non Catholic children as well.

All children being enrolled shall comply with the Department of Education regulations, applicable at the time. Students should be 5 years of age before 30th April. Exemptions need to be sought from the Director of Catholic Education.

Families who have completed an enrolment form after a tour will then be asked to come for an interview with the school Principal. These interviews will take about 15 minutes.

Letters are sent to each family indicating whether their child has been offered a place at St. Luke's Primary School.

Letter of offer acceptances are due back by June 1st.

In accepting an offer of enrolment into St. Luke's Primary School, parents/guardians agree to abide by the School's policies and procedures, meet associated costs and endeavour to participate in the life of the school.

Parents/guardians must advise the Principal of any Court Order(s) that may exist in regard to the child, or any changes to such Court Order(s) and provide a copy of the Court Order(s) and any subsequent changes for the child's school file.

Parents/guardians must supply the school with their child's Birth Certificate, Baptismal Certificate (if applicable), a Health Immunisation Certificate (if applicable) and any other documentation pertaining to the learning or health of their child (ie asthma, allergies, specialist reports, etc)