1. Gospel Values

St Vincent’s is a Catholic School in the Parish of Morwell, which is a community of faith based on a belief in God and a Christian way of life. As members of this community we strive to welcome those of our own and other traditions.

2. Aims

This policy aims to:
- Provide access to a Catholic education for all eligible children within the parish.
- To enrol children who seek an education at this school.

3. Selection

While we will endeavour to place all applicants, in the event that there are more applicants than places provided, the following selection criteria shall apply (these are listed in priority order):

3.1 Priority will be given to children baptised as Catholic and who are members of the designated local parish community and siblings of children already attending St Vincent’s Primary School.
3.2 Catholic children who reside in other parishes and who could have gained enrolment in their parish school.
3.3 Children from families who belong to any Orthodox Church.
3.4 Children whose parents/guardians desire and are committed to a Catholic Education for their children.

4. Guidelines

4.1 A small number of places will be made available for any new Catholic arrivals to the Parish. St Vincent’s Primary School will also seek to provide places for transferees from other Catholic schools during the course of the year.
4.2 After all Catholic children seeking places have been enrolled and some places kept in reserve for new arrivals, non-Catholic children will then be considered for placement. Enrolment of non-Catholic students will be made according to the policy of the Catholic Education Commission of Victoria (CECV), as outlined below:

4.2.1 Priority must be given to Catholic children of the Parish. The enrolment of non-Catholic children may take place only when their enrolment would not exclude Catholic children from the school.
4.2.2 Non-Catholic children may be enrolled in schools only where class sizes are within acceptable limits.
4.2.3 They may be enrolled only after an undertaking by the parents that the Christian ethos, life and identity of the school will be respected.
4.2.4 They may be enrolled only when the Parish Priest and Principal are in agreement on the enrolment.
4.2.5 Non-Catholic children, enrolled in accordance with the foregoing provisions, have the right to complete their primary education at this particular parish primary school.
4.2.6 The parents of non-Catholic children should be given a clear understanding that the acceptance for enrolment of their children does not give them an automatic right of admission to a Catholic secondary school.

4.3 St Vincent’s Primary School will only enrol children who will be five years of age on or before 30th April of their commencement year. The Principal, in conjunction with the Diocesan Policy, may give younger children special consideration.
4.4 Generally, the intellectual capacity of children seeking a place in the schools will not be a criterion for entry. In the case of enrolment of children with disabilities the procedures outlined in the CECV Integration Policy will be followed.
4.5 Students will not be excluded from the school because their parents are unable to pay school fees. However, there is the expectation that all parents will meet their agreed responsibility to pay school fees.

5. Enrolment Procedures

5.1 Parents enrolling children must complete the school enrolment and parent agreement forms and supply copies of their child’s certificates of birth, baptism and immunisation.
5.2 Parents enrolling children will have an interview with the Principal. Parents of non-Catholic children will be informed that their children must participate fully in the school’s religious education program.
5.3 Parents enrolling children are expected to support the religious principles and ideals of our school by sharing in the Christian ethos, life and identity of St Vincent’s Primary School.
5.4 Parents enrolling children will be required to confirm their willingness to pay school fees and other expenses.
5.5 Initial enrolment of children in the Prep year should be by June 30th of the preceding year. Enrolment forms may be brought in or mailed to the school anytime before this date. Parents will generally be informed no later than the end of August of the result of their application. Orientation sessions will take place prior to commencement, to allow children to become familiar with the school.
5.6 Upon enrolment the Administration Officer (SSO) will enter the details into the school register (SAS).
5.7 Upon notification of a student leaving the school, the school register will be similarly updated.

6. Outcomes

This policy will be achieved when all eligible children within the Parish are enrolled in Catholic Education.

Reviewed: 2016  
Date to be reviewed: 2018

* For the purpose of this policy, the term “parents” refers to parents, guardians and caregivers.