



Sacred Heart Catholic Primary School

Enrolment Policy

[Vision & Mission Statement](#)

RATIONALE:

The Catholic school is a true and proper Church entity bringing faith, culture and life into harmony through its integrated activity of educating the whole person academically, spiritually, physically and emotionally.

From its Catholic identity, as part of the evangelising mission of the Church, the School derives its fundamental characteristics and structure as a genuine instrument of the Church, a place of real and pastoral ministry.

That is why it is vital that School and Parish collaborate and that the School be integrated into the Parish's pastoral program, especially in regard to celebrating the Sacraments.

This policy exists to assist schools in the equitable prioritising of enrolment applications and in order to ensure that the requirements of State and Commonwealth legislation are met.

THE APPLICATION PROCESS

- Application forms are obtainable from the school office.
- Upon application for enrolment, parents are to be given a copy of the Diocesan Policy and procedures. Parents must be assisted to understand the policy and procedures. Lodgement of the relevant application for enrolment will be deemed as agreeing to support the policy and procedures.
- All completed application for enrolment lodged with the School Principal by the designated closing date will be treated in accordance with the enrolment process.



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CRITERIA FOR ENROLMENT

- Children from families who are prepared to be supportive of the life and teachings of the Catholic Church, to adhere to the religious practices, educational ideals and financial requirement of the school may apply for enrolment.
- Priority in enrolment is given in the following order, except in special circumstances.
 - Children of practising Catholic families who are involved in the life of the parishes within the pastoral region, which the school serves (The recommendation of an Ethnic Chaplain shall have the same consideration as that of a Parish Priest).
 - Children of Catholic families residing in the parishes within the pastoral region which the school serves.
 - Children of Catholic families residing in the parishes within the pastoral regions of the Diocese.
 - Children of Orthodox or other Christian families.
 - Children of non-Christian families.
- It is expected that normally Catholic students shall make up approximately 80% or more of the enrolment of the school. Permission to allow any significant departure from this norm would have to be sought from the Director of Schools.
- Siblings of students already enrolled in the school do not necessarily have priority for enrolment.
- No child is to be excluded from enrolment on the basis of a genuine inability to pay fees.



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THE ENROLMENT PROCESS

Special consideration may be given to individual cases, schools and situations, as determined by local circumstances, for the following reasons:

- Children of practising Catholic families residing in parishes from other pastoral regions who are actively involved in their home parishes.
- Parents' intentions with regard to their own and their children's search for education in the faith.
- Family situations necessitating a pastoral approach or requiring the exercise of compassion.
- Family circumstances regarding mobility.
- Late applications as a result of work or family commitments forcing a move from elsewhere into the parish to which the school belongs.
- The special education needs of students.

SPECIAL EDUCATION REQUIREMENTS

Where an application indicates that a student has a special educational need, the Principal will refer it to the Special Needs Education Officer.

The Education Officer (Special Education) will, with the Principal and parish priest, assess whether or not the school (supported by the Catholic Schools Office) can provide the facilities, resources and suitability trained personnel to support the educational needs of the applicant.

The Principal and Education Officer will then meet with the applicant's parents/caregivers to discuss the prospective enrolment prior to the application being considered.