



St Elizabeth's is a Child Safe environment where all are engaged in keeping children safe.

"Once a child becomes a member of the Catholic Church through baptism the parents and the Church have a commitment towards its new member. One of the obligations is to give the child the opportunity to be educated as a Catholic. Traditionally in Australia, the majority of baptized children have been given this formation through Catholic Schooling. In this way the Church exercises its commitment and responsibility." CEOM Policy 2.4

Rationale

The Church's mission is exemplified in the work of the Parish School. The significance, therefore, of the relationship between parish and school can never be underestimated because it provides the vital link between school, faith community and the society for which we prepare our children. An effective Catholic education is promoted and enhanced at St Elizabeth's because it occurs within the context of a community that understands, values and actively promotes the partnership between school, home and parish. Together we create "community" and give life and meaning to our work of supporting each and every child to his or her fullest potential. This understanding of, and commitment to, community is fundamental to enrolment at St Elizabeth's School.

Policy Application

St Elizabeth's School, true to its inception, exists to facilitate the education of baptized Catholic children in the parish of St Elizabeth's Dandenong North. Periodically, baptised Catholic children from surrounding communities, where vacancies exist, are also welcome at St Elizabeth's School.

At times, enrolment may be sought for students who are members of Orthodox Churches (Armenian Apostolic Church, Holy Apostolic Catholic Assyrian Church of the East, Antiochene Syrian Orthodox Church, Greek Orthodox Church, Ukrainian Orthodox Church and Russian Orthodox Church) Because of their tradition the Catholic Church has a special relationship with these churches and where enrolment is available these children will be enrolled upon request at St Elizabeth's School.

On occasion, parents of children who are not Catholic are welcomed in our community. This welcome extends to those who express a desire for a Catholic education at St Elizabeth's School and in doing so demonstrate an awareness of the nature and ethos of the school. As a consequence they undertake that the nature, life and identity of the Catholic School will be respected. It is of paramount importance to the school that all members of the school have a strong sense of belonging to "community" and see themselves as welcomed and included. Again these enrolments occur when a vacancy exists.

The current Victorian Catholic Education Multi Employer Agreement Memorandum of Understanding that governs salaries and conditions in Catholic Schools and to which this school is a party indicates Class Sizes of 29 in Years P – 10. This is a factor in the acceptance of enrolments at St Elizabeth's School.

In relation to Orthodox Church and other Non Catholic enrolments parents must understand that enrolment at other Catholic primary and secondary colleges does not automatically flow from enrolment in St Elizabeth's School.

Enrolment Protocol

In the light of the above statements and limitations the following protocol for access to enrolment at St Elizabeth's will be followed:

- A child who is a sibling of a student currently enrolled in the school – Catholic or Non Catholic
- A baptised Catholic child who is a parish member. This child's family lives within parish boundaries. This includes baptised Catholics moving from another school to live in the parish.
- A baptised Catholic child who is seen as a parish member. This child's family lives outside the boundaries of St Elizabeth's Parish but is actively involved in the Parish Community.
- A baptised Catholic child moving from another Catholic School who will be living outside the Parish boundary but expresses a desire to becoming involved in the Parish Community.
- A child who is a member of an Orthodox Church (as specified) and living within parish boundaries
- A child who is a member of an Orthodox Church (as specified) and living outside parish boundaries
- A non catholic child who resides within parish boundaries.
- A non catholic child who resides outside parish boundaries

Where vacancies do not exist waiting lists will be established and enrolments offered commensurate with the above protocol

Other Enrolment Considerations

Entry Age

In accordance with Victorian Education Department Policy and supported by the Catholic Education Office Melbourne, children aged 5 years by 30th April in their year of school commencement are eligible for enrolment in a Victorian Primary School. Children under the age of enrolment can only be enrolled in very special circumstances. In accordance with the policy of the Catholic Education Office Melbourne the Principal may grant permission provided that the following conditions are met:

- That the child may be accommodated according to class size limits
- That enrolment of an under age child would not exclude a child of the correct age from enrolment
- That the child is no more than one month below the minimum age of enrolment
- The parent completes an Application for Early Age Entry to School and submits it to the Director of Catholic Education and approval is granted. (Supporting documentation from appropriate health or education authorities detailing substantive reasons for early school entry must be attached to the application as well as a letter from parent(s) requesting an exemption from CEOM Policy.)

Approval for early age enrolment will only be granted by the Director in exceptional circumstances.

Students with Additional learning Needs

St Elizabeth's Catholic School welcomes parents who wish to enrol child/ren with additional learning needs and the same categories of enrolment apply. Once the enrolment application has been

received, the school may engage in meetings with such parents to determine the student's educational needs. These might include; communication needs, curriculum access, emergency procedures, health issues, personal care needs, physical access and specialist agencies to support the child's learning. Enrolment may not proceed for several reasons including, parents may not wish to continue with enrolment or, the school is unable to offer a place.

The process for enrolling a child with additional learning needs will be the same as that for enrolling any student. St Elizabeth's School upholds Equal Opportunity Legislation (1996) and the Disability Discrimination Act 1992 and is committed to access and equity for all children.

This policy has been developed with reference to the Enrolment Policy Statement of the Archdiocese of Melbourne (2009).