

SACRED HEART PARISH SCHOOL ENROLMENT POLICY

Rationale:

Sacred Heart Parish School is a Catholic school that has been established with the aim of providing a Catholic education for Catholic children. This reflects the historical context of Catholic education in Australia, as well as confirming the participation of the Catholic school in the Church's mission. As a result, formation and education in Sacred Heart is based on the principles of Catholic doctrine.

To support the view that Sacred Heart is primarily for Catholic children, this policy and accompanying procedures establish an expectation that the school will work towards and/or maintain the highest possible level of Catholic enrolment.

Sacred Heart aims to ensure that it is accessible for all Catholic families, and promotes a consistent and transparent approach to the establishment and implementation of local school enrolment policies.

This policy also supports the special relationship that continues to exist between the Catholic Church and the non-Catholic Eastern Churches, based on a belief in the same sacraments and a close nexus in understanding about theology and sacraments. This enrolment policy is also intended to ensure that, when enrolling students, Catholic schools are compliant with relevant Victorian and Australian Government legislation.

Aims:

- **Inclusiveness**

Sacred Heart Parish School strives to be open and welcoming to all Catholic students, regardless of their background and needs, and do everything possible to accommodate a student's individual needs. The school aims where possible is to extend particular assistance to children who are poor or disadvantaged or considered most at risk.

If possible Sacred Heart Parish School will enrol children of other Christian traditions and other faiths who seek what Catholic education has to offer, with a priority given to children from non-Catholic Eastern Churches.

- **Partnership between parents and school**

Sacred Heart Parish School understands that the parents, as the first educators of their children, enter into a partnership with the school to promote and support their child's education, in particular their education in faith. While the school promotes access to a Catholic education through the local school enrolment policy, parents are expected to assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

- **Exercise of pastoral discretion in enrolment decisions**

Whilst Sacred Heart Parish School's first priority is to Catholic parents, the parish priest and principal are able to exercise some flexibility with respect to enrolment decisions where pastoral discretion may be deemed necessary.

- **Access to information about enrolment in a Catholic school**

Information concerning the local school enrolment policy, enrolment criteria and processes is publicly available and easily accessible by current and prospective parents.

CONDITIONS OF ENROLMENT

Following is a copy of the "Standard Collection Notice" which pertains to all information collected by this School. This is in compliance with the new Commonwealth Privacy Laws which came into effect on December 21st 2001.

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health [and Child Protection]*laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical Reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, [Catholic Education Melbourne, the Catholic Education Commission, your local diocese and the parish]* medical practitioners and people providing services to the school, including specialist visiting teachers, [sports] coaches and volunteers.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in school newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organizations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties from their own marketing purposes without your consent.
10. We may include your contact details in a class list and school directory. If you do not agree to this you must advise the school immediately.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing the information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

ENROLMENT POLICY

The enrolment criteria are as follows:-

A: CATHOLIC/SIBLINGS

1. Priority of access is given to “Baptised” Catholic children who live within the Parish boundaries and children who already have a sibling/s at the school.
2. The learning capacity of a Catholic child is generally not a criterion for entry, however, the enrolment of children with an impairment, disability, or handicap, would depend on the ability of the school to cater for the specific needs of the child.
3. Children will generally not be denied enrolment because their parents are unable to pay school fees. This is at the discretion of the Principal in consultation with the Parish Priest.
4. While the degree of faith commitment of the child’s parents is a relevant consideration, it is not normally a criterion for enrolling the child.
5. Where geographic characteristics, transport problems, or care arrangements become a genuine consideration for enrolment of Catholic children who live outside the Parish boundaries, each application will be judged on its merit by the Principal and Parish Priest.

B: ORTHODOX

Enrolment of Orthodox children can occur after consideration of the following:-

1. Provided this does not exclude Catholic children from the school.
2. Parents giving an understanding to respect the nature, life and identity of the school.
3. Justifiable expectations of Orthodox parents are made explicit and respected.
4. Where the Principal and Parish Priest are in agreement.
5. Enrolment provides the right to complete their primary education at the parish Primary School but does not imply automatic acceptance at another Catholic Primary or Secondary School.
6. If granted enrolment, this also applies to any further siblings.

C: OTHER

Enrolment of other children can occur and only after consideration of the following points:-

1. Enrolment of other children only takes place when their enrolment would not exclude Catholic Children from the school.
2. On pastoral grounds.
3. Parents giving an understanding to respect the nature, life and identity of the school.
4. Where the Principal and Parish Priest are in agreement.
5. Enrolment provides the right to complete their primary education at the Parish Primary School but does not imply automatic acceptance at another Catholic Primary or Secondary School.
6. If granted enrolment, this also applies to any further siblings.

At Sacred Heart Parish School our Enrolment Policy is accessible to parents/prospective parents in the following ways:

School website www.shsandringham.catholic.edu.au

School Open Days (usually in March)

The school office

On request via phone call and then posted to families.

This policy was last ratified by the staff and leadership team

February 2017