RATIONAL: At St. Francis de Sales the purpose of the Enrolment Policy is to set clear guidelines governing the enrolment of students in the Parish School. This policy is consistent with Policy 2.4 of the Catholic Education Office, Melbourne “Enrolment for Schools in the Archdiocese of Melbourne.”

BELIEFS OR VALUES: At St Francis de Sales we believe our Enrolment Policy should reflect the ideals contained in the Vision Statement.

We believe that:
*the Policy ensures that we foster the Catholic tradition in the Oak Park Parish through prayer, liturgy and Sacraments in partnership with parents and Parish.

*all families enrolling children in the Parish School should take a positive role in the Catholic education of their children. Catholic education is based on a philosophy in which faith, culture and life are brought into harmony. This can only occur if parents are prepared to play their part in the process by supporting and participating in the policies, religious teachings and practices of the Church as presented by the school.
AIM:
The St. Francis de Sales’ Enrolment Policy aims to:
set clear guidelines for enrolment of students.

IMPLEMENTATION:
The following structures will be implemented within the school:
*Principal and Administration Staff will organize advertising of the enrolment timeline annually - via billboard at the front of the Parish Church, in the School and Parish Newsletters, placement of flyers in local shops and kindergartens and on the school’s website. The Principal will visit local kindergartens at this time.
*The advertising programming will begin Term Two each year.
*Families meeting enrolment criteria will be contacted by mail to set interview times.
*Families not meeting enrolment criteria will be contacted by mail to inform them of Wait Listing.
Interviews will be conducted in May with all places offered by mail before the end of Term Two
*Children with particular needs will be enrolled according to the school’s general Enrolment Policy.
CRITERIA FOR ENROLMENT

Children being enrolled at St Francis de Sales’ School must meet the requirements of enrolment as set by Government Legislation for the State of Victoria.

1. Prep students must be 5 years old by April 30 of the year in which they begin school.
2. A copy of the student’s Birth and Immunization Certificate must be provided.
3. Catholic Parish schools also require a copy of the student’s baptismal Certificate (unless baptized at St Francis de Sales.)

The following list provides an agreed order of priority for enrolment in St Francis de Sales Catholic primary school.

1. Catholic children who are residents of the parish.
2. Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest.
3. Catholic children from other parishes (for pastoral reasons).
4. Children from non-Catholic Eastern churches who reside in the parish.
5. Children from non-Catholic Eastern churches who reside outside the parish.
6. Other Christian children who reside in the parish.
7. Other Christian children who reside outside the parish.

- Note: Siblings of children already enrolled in the school will be given a priority.
- Students in Years 1-6 presenting for enrolment will be interviewed and enrolled according to the above criteria, if positions are available.
- Academic ability will not be considered when processing enrolments.

The number of non-Catholic students enrolled should be within the limits approved by the Archbishop of Melbourne.
**EVALUATION:**

*Enrolment data will be analyzed annually to check that the needs of the Parish Community are being met.

*The Principal, Parish Priest and School Advisory Board members will review the Enrolment Policy annually.

**STAFF MEMBERS INVOLVED:**
Parish Priest, Principal and Members of the School Advisory Board

**DATE OF RATIFICATION:** February, 2007

**DATE OF REVIEW:** March 2013