



Stella Maris Primary School

Enrolment Policy

Rationale

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

Parents or guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership with the school by supporting the school in furthering the spiritual and academic life of their children.

Enrolment

Parents or guardians are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgment of the enrolment form does not guarantee enrolment at the school.

To meet school and government requirements, you will need to provide the school with a completed enrolment form including, amongst other things, the information listed below.

Evidence of your child's date of birth, eg. birth certificate, passport.

Information about the language(s) your child speaks and/or hears at home.

Religious denomination

Immunisation certificate (showing whether your child has been immunised against diphtheria, tetanus, polio, measles, mumps, rubella, whooping cough and haemophilus influenza type B)

Certificate of Baptism (and Reconciliation, Eucharist, Confirmation, if these sacraments have been completed).

Nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted) where applicable.

Names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) or parents / guardians.

Doctor's name and telephone number.

Parent / guardian occupation and level of education attained.

Medical information about your child (for example, does the child suffer from asthma, diabetes, allergies, poor eyesight / hearing, a diagnosed disability, etc.) and details of any medication that the school will be requested to administer to the child or health / attendant care needs.

Names of emergency contacts and their details.

Information on additional learning needs (for example, does your child require additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc).

Specific residence arrangements.

Parenting agreements or court orders, including any guardianship orders.

After lodgment of this form, school staff may need to request further information from you, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if you require it.

Subject to any special exercise of discretion by the Parish Priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic primary schools. The order of priority is:

- Catholic children who are residents of the parish
- Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest
- Catholic children from other parishes (for pastoral reasons)
- Children from non-Catholic Eastern churches who reside in the parish
- Children from non-Catholic Eastern churches who reside outside the parish
- Other Christian children who reside in the parish
- Other Christian children who reside outside the parish
- Non-Christian children who reside in the parish
- Non-Christian children who reside outside the parish

Fees

The setting of fee levels and other compulsory charges in Catholic primary schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Principal of the school.

The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

At the time of lodging an enrolment application all new families will be required to pay a non-refundable enrolment fee of \$70.00 (non-refundable)

Enrolment under minimum school entry age

The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. The school will make an assessment of a child's readiness for school when considering the enrolment of a child under the minimum age. Enrolment under minimum school entry age is not encouraged.

Approval for early age enrolment will only be granted in exceptional circumstances, in the rare situations where:

a parent/guardian seeks enrolment of a child under the minimum starting age and the Principal supports the enrolment of that child at the school, the approval of the Director of Catholic Education is required before enrolment under the minimum starting age can occur.

5. Terms of enrolment regarding acceptable behaviour

Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and in this regard, understands their rights and acknowledges their obligation to behave responsibly.

Every person at the school has a right to feel safe, to be happy and to learn, therefore we aim:

- (a) to promote the values of honesty, fairness and respect for others;
- (b) to acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
- to maintain good order and harmony;
- (d) to affirm cooperation as well as responsible independence in learning; and
- (e) to foster self-discipline and to develop responsibility for one's own behaviour.

The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and the school's Code of Conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.

Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the

school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

Terms of enrolment regarding conformity with principles of the Catholic faith

As a provider of Catholic education, the school Principal will take into account the need for the school community to represent and conform with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Pupils and families who are members of other faiths are warmly welcomed at our school. However, the school reserves its right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

Terms of enrolment regarding provision of accurate information

It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon his or her physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.

Parents and guardians must provide accurate and up to date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.

Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.

The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

Enrolment for children with additional needs

The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:

- (a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma);
- (b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individualised educational programs, behaviour support plans or other educational interventions as may be relevant);

- (i) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals; and
- (i) any limitations on the school's ability to provide the additional assistance requested.

The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess:

- (a) whether the additional assistance remains necessary and/or appropriate to the child's needs
- (a) whether the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
- (i) whether it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

1. Assessment and updates

Various opportunities are provided during the year to let you know your child's progress. You will receive two comprehensive written reports each year, and arrangements will be made for at least one Family Conference where you can discuss your child's progress with the teacher. In addition, parents or guardians can contact the school to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

10. PRIVACY POLICY

This Privacy Policy sets out how Stella Maris School manages personal information provided to or collected by it.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act, Privacy Amendment (Enhancing Privacy Legislation) Act 2012 (Cth). In relation to health records, the School is also bound by the Health Records Act 2001 (Vic) Stella Maris may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

What kind of personal information does a school collect and how does a school collect it?

The type of information schools collect and hold includes (but is not limited to) personal information, including sensitive information, about:

- pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the school;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the school.

Personal Information you provide: A school will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, and

telephone calls. On occasions people other than Parents and pupils provide personal information. Personal Information provided by other people: In some circumstances a school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Exception in relation to employee records: Under the Privacy Act and, Health Records Act 2002 (Vic), the Australian Privacy Principles [and Health Privacy Principles] do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and employee.

How will a school use the personal information you provide?

A school will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Pupils and Parents: In relation to personal information of pupils and Parents, a school's primary purpose of collection is to enable the school to provide schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the school. The purposes for which a school uses personal information of pupils and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
 - day-to-day administration;
 - looking after pupils' educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the school;
- to satisfy the school's legal obligations and allow the school to discharge its duty of care.
 - In some cases where a school requests personal information about a pupil or Parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the pupil.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, a school's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be. The purposes for which a school uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- or insurance purposes;
- seeking funds and marketing for the school;
- to satisfy the School's legal obligations, for example, in relation to child protection legislation.

Volunteers: A school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as [alumni associations], to enable the school and the volunteers to work together.

Marketing and fundraising: Schools treat marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by a school may be disclosed to an organisation that assists in the school's fundraising, for example, the school's Foundation or alumni organisation.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Who might a school disclose personal information to?

A school may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- your local parish;
- medical practitioners;
- people providing services to the school, including specialist visiting teachers and sports coaches;
- recipients of school publications, like newsletters and magazines;
- Parents;
- anyone you authorise the school to disclose information to and
- anyone to whom we are required to disclose the information to by law.

Sending information overseas: A school will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles.

How does a school treat sensitive information?

In referring to 'sensitive information', a school means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The schools' staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.

Each school has in place steps to protect the personal information the school holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

Updating personal information

Each school endeavors to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by a school by contacting the Secretary of the school at any time. The National Privacy Principles require a school not to store personal information longer than necessary.

You have the right to check what personal information a school holds about you

Under the Commonwealth Privacy Act and Health Records Act 2001 (Vic) an individual may seek access to personal information which the school holds about them. There are some exceptions to this set out in the Act.

Pupils will generally have access to their personal information through their parents, but older pupils may seek access themselves. To make a request to access any information the school holds about you or your child, please contact the school's Principal in writing.

The school may require you to verify your identity and specify what information you require. The school will advise the likely cost in advance.

Consent and rights of access to the personal information of pupils

The school respects every Parent's right to make decisions concerning their child's education.

Generally, a school will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. A school will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil.

Parents may seek access to personal information held by a school about them or their child by

contacting the school's Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the pupil. A school may, at its discretion, on the request of a pupil grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

Enquiries

If you would like further information about the way the school manages the personal information it holds or wish to complain that you believe that the School has breached the Australian Privacy Principles please contact the Principal. The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

STELLA MARIS BEAUMARIS PARENT AND GUARDIAN PROTOCOLS

At Stella Maris, we value the partnership between the school and parents. A condition of enrolment at the school is the signing of our Parent & Guardian Protocols. In this document the word 'parent' will refer to parents and guardians. School policies relating to some of the following points are available on our website. The following protocols outline commitments agreed to by parents in relation to effective partnerships:

- Parents will respect and support the school's Catholic vision and mission and Religious Education Program. In particular, parents will embrace the messages of Jesus, evident in the Gospels.
- Parents will support the School in implementing positive behaviour and discipline consistent with our Vision Statement, Classroom and School Rules and Restorative Practices.
- Parents will foster harmonious relationships and give a positive example to all students (and others) who might be present, in such matters as common courtesy, polite manners and appropriate language.
- Parents will be inclusive of all families by accepting diversity and celebrating differences.
- Parents will read reports and attend Family Conferences and arranged meetings.
- Parents must adhere to our schools' policies and Privacy Policy.
- If issues need to be discussed, the class teacher is the first point of contact.
- Parents should ensure that all correspondence (meetings, emails, letters) with school staff related to their children's progress be undertaken in a polite and respectful manner.
- Bullying and harassment will not be tolerated.
- That Parents show respect for school timetables and will make an appointment to discuss any serious concerns they might have about any aspect of their child's education, with appropriate school personnel (eg. Teachers, Principal, Parish Priest,) Parents will be aware that the Principal and other staff members may share the information with the staff members or personnel involved.
- That Parents will help ensure their children wear the school uniform with pride and adhere to the Uniform Policy.
- That Parents will consider the prompt payment of school fees to be a high priority within the family's budget, and that serious problems with fees will be discussed with the Principal.
- That Parents will remain informed about school news and events through the school newsletter.
- That dogs will be kept on leash and supervised by the owner at all times. Dogs will not be allowed in classrooms unless this has been arranged prior with the classroom teacher.
- That Parents will observe rules relating to:
 - o traffic speeds and parking restrictions in the vicinity of the school.

- o no smoking in the buildings/grounds.
- o signing in procedures if late or if assisting in the classrooms

I agree with and will follow the above Parent Protocols.

Name: _____ Signed _____
 Date _____

Name: _____ Signed _____
 Date _____

PARENT GUARDIAN DECLARATION

- In enrolling my child at this school, I/we accept that she/he will be educated in the Catholic faith within a Christian educational environment and will support our child's participation in the religious life of the school (e.g. school liturgies, retreat programs);
- I/we accept that support of school staff and co-operation concerning school activities is essential.
- I will support school policies in relation to program of studies, sports, pastoral care, school uniform, grooming & personal care, acceptable behaviour, discipline and general operations of the school;
- I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the School (except where exemptions/remissions have been sought and granted). Stella Maris relies heavily on the payment of school fees to supplement funding from the Commonwealth and State Governments. We would not be able to continue without payment of school fees. In every instance, a genuine attempt should be made to arrange an affordable, regular payment plan for fees by parents. I will notify the school immediately if I am experiencing financial difficulties;
- I/we accept that the School does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my/our responsibility.
- In the event of any illness or accident, I/we authorize the obtaining on my/our behalf of such medical assistance as my child may require. I/we also understand that the signatories below are required to meet any costs incurred.
- I/we agree to give the School permission to contact any educational or medical agency to aid my child receiving the best possible education whilst at this school.
- I/we understand that excursions, incursions, swimming, athletics carnivals and overnight camps are an integral component of the School's educational program and I/we fully support my/our child's participation in these events.
- I/we will ensure that the information that I have provided is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders);

- I/we will attend parent/teacher and information evenings which relate to my child;
- I/we understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or if discovered after acceptance enrolment may be withdrawn.

Parent/Guardian 1 Signature:

Date:

Parent/Guardian 2 Signature:

Date:

Procedures

1. Enrolments are advertised through the school website, newsletter, parish bulletin, and on kindergarten and childcare centre notice boards.
2. Enrolment applications for the following year open after the Stella Maris Open Morning and school tours, held at the end of April.
3. First round offers of a place will be sent by the parish Priest in mid-June.
4. Acceptance of offers must be returned within 10 days.
6. Families not successful will be sent a letter of non-acceptance and where relevant an offer to be placed on a waiting list pending enrolment vacancies.
7. Change of surname from original birth certificate will only be accepted when appropriate legal documents are provided to the school.

Prep/Foundation Induction Program:

1. Written reports from kindergartens and childcare centres are sought for all children enrolled to assist with a smooth transition to school.
2. Occasionally teachers visit kindergartens and childcare centres to observe children enrolled who have specific learning needs, or phone the teachers and childcare workers concerned to gather any additional information required.
3. Three school orientation visits are offered to the incoming Prep/Foundation children.
4. A Parent Information Night is offered in October.
5. A Welcome to the Parish Night is offered in November to new families. This night is a combined night for new families from both Stella Maris and St Joseph's schools and the Parish Priest runs the night.
6. A chance for the children to meet their new teacher is offered on the third of our transition days.
7. Current Year 6 students are buddied with new Prep/ Foundation children.

5. Prep/Foundation children are introduced to full-time school on a gradual basis over a transition period of five weeks.

8. Individual Numeracy and Literacy Testing are conducted on Wednesdays during the February transition period when the children do not attend school.



This policy was ratified in September 2008

This policy will be reviewed biannually

This policy was last updated in 2016