



Enrolment Policy

Rationale

St Michael's Primary School forms part of the Archdiocese of Canberra and Goulburn school system. The enrolment policy has been formulated in accordance with the 'Catholic Schools Enrolment Policy' developed by the Catholic Education Commission for the Archdiocese.

Aim

To provide a framework for priorities and procedures for the enrolment of students at St Michael's Primary School, Kaleen.

Implementation

The enrolment of children at St Michael's Primary School is to be determined in accordance with the following priorities:

1. Catholic students from within the parish of St Michael's (Kaleen and Giralang) are given the highest priority.
2. Catholic students from other parishes who cannot obtain places in their own parish schools have a high priority where it is possible to accommodate them.
3. Enrolment of siblings of students already attending the school will be given special consideration. Enrolment should not be seen as automatic.
4. Students of other Christian families may be enrolled after the other priorities for access have been taken into account. Parents of these students should indicate that they support the involvement of their children in their own faith communities.
5. Students of non-Christian families may be enrolled at St Michael's in keeping with the above principles.
6. Catholic parents should understand that the acceptance of their child/ren at the primary level does not confer the automatic right to enrolment in a Catholic secondary school of their choice.
7. Non-Catholic parents should understand that the acceptance of their child/ren at the primary level does not confer the automatic right to enrolment in a Catholic secondary school of their choice.

Procedures for enrolment at St Michael's

1. Generally the 'cut off' enrolment date whereby children commence Kindergarten should be five (5) years of age by 30 April of the year of enrolment. Variations from this guideline must be discussed with the Principal and comply with the school and archdiocesan policy on flexible and accelerated progression.
2. Enrolment at St Michael's Primary School must be carried out on the official systemic school enrolment form and lodged at St Michael's.
3. Parents must be prepared to abide by the provision of the application for enrolment, especially in regard to the support they will give the school in the Catholic education of their child/ren.

4. Parents are to be notified in writing of the success or otherwise of the application following an interview.
5. Where a student is unable to be enrolled the student will, at the parent's request, be placed on a waiting list and will be referred to a neighbouring Catholic school where vacancies may be available. If a place becomes available, the application will be considered afresh.
6. Students with disabilities will be considered insofar as the school is able to adequately meet the needs of the child. Acceptance is subject to interview with the Principal, a member of the St Michael's School Community Council, a Catholic Education Office representative and the Parish Priest or his representative.
7. Education of a student in a Catholic school requires a commitment by the parents to the payment of the Term account which includes:
 - Tuition Fees
 - Administrative Levies
 - Building Fund Contribution.

No student will be denied placement at St Michael's Primary School because of the inability to pay the Term Account. Personal circumstances and commitment in principle and practice to the life of the school and parish will be of primary consideration in confidentially determining, in consultation with the St Michael's Finance Committee, an agreed strategy for the payment of the debt.

8. In accepting enrolment parents are obliged to participate and support fully the maintenance of the physical environs of the school. Parents are also strongly urged to participate to the best of their ability in the social and fundraising activities conducted by the Parents and Friends Association.
9. An enrolment fee of \$30 is payable upon lodging an application. This fee is refunded if the application is not successful.

Related Policies

Enrolment Policy – Catholic Education Office
School Fee Policy

Approved by: St Michael's School Community Council

Date: 2010

Revision Date: 2014