



Enrolment Policy

Identity Statement

Sacred Heart is a welcoming and respectful Catholic learning community, always faithful, in the spirit of the Mercy tradition.

Vision Statement

Sacred Heart strives to:

- *Model and teach the teachings of Jesus in our relationships with each other, our God and our world and to create a sense of hope and social justice.*
- *Offer a progressive curriculum, in the context of a contemporary society that meets the needs of each person.*
- *Establish an inclusive community where everyone feels valued and celebrated.*
- *Develop collaborative partnerships with parents, parish and the wider community.*
- *Provide a child safe environment where all children have the right to be treated with respect and will be protected from harm.*
- *Foster a love of learning.*
- *Have high level skills in literacy and numeracy*
- *Can transfer their learning to the world in which they live.*
- *Have social skills, are respectful, accepting and just.*
- *Question and critique, use technology responsibly and competently.*

Rationale

To provide Catholic schooling to all those seeking Catholic education for their children and who are willing to support the values and purposes of Catholic Education. All children enrolling at Sacred Heart deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

Goals and Aims

To provide an efficient process of enrolment that satisfies the needs of both students, the school and the Sandhurst Diocese.

Guiding Principles

- Catholic Education is open to all who are willing to support the values and purposes of Catholic Education.
- Priority will be given to children who belong to Sacred Heart Yarrowonga and Mulwala parishes.
- Priority of access to Sacred Heart is given to Catholic students.
- Secondary access to Sacred Heart is given to non-Catholics and families who actively support and respect our Catholic nature, practices and ethos as a Catholic School. External measures which are deemed to gauge the degree of faith, commitment of the parents should not be used as criteria for enrolling a Catholic student at Sacred Heart.



- Students with Disabilities and Impairments will be enrolled along with all other eligible children.
- The ability of parents to pay school fees should not be used as a criterion for enrolling a student Sacred Heart.
- Neither academic criteria nor physical capacity should be used to exclude students from Sacred Heart.
- Advice from the Catholic Education Office Sandhurst will be sought if there are concerns about unjustifiable hardship on the school community should a particular child be enrolled.
- Dual enrolment with a specialist setting will be explored where it is likely that this type of enrolment would best suit the needs of the student and their family.

Enrolment

The following criteria will guide the prioritizing of enrolments.

- All children must turn five on or before April 30 in the year they commence.
- Children baptized in the Catholic faith who are members of Parish communities.
- Siblings of children baptized in the Catholic faith already enrolled.
- Siblings of other children already enrolled.
- Children of other Christian Churches who, with their parents, respect and agree to support the Catholic mission of the School as above.
- Children of other faiths who, with their parents, respect and agree to support the Catholic mission of the school as above.

Implementation

Expressions of interest will be called for after the Parent Information Meeting. Parents and children will meet with the Principal or Principal's nominee prior to the acceptance of the enrolment application. Copies of the applicant's Baptismal Certificate, if applicable and School Entry Immunisation certificate will need to be obtained.

Successful applicants will be notified in Term 3.

Prospective students will be invited to participate in various orientation activities in Term 4. Prospective students with disabilities will be supported in accordance with the Standards for Enrolment Section 4 Disability Standards for Education 2005 .



Enrolments will be considered throughout the year. Students need to provide:

- Completed enrolment form;
- Transfer note from former school;
- Copy of School Entry Immunisation Certificate;
- Copy of Baptismal Certificate if applicable; and
- Copy of Birth Certificate.

Appeal Process

Any appeal against a decision to refuse enrolment shall be made to a School Appeal Committee established in the school community to consider such appeals. Membership will comprise the principal, a member of the school's governance body and a Parish Priest/Canonical Administrator (or representative) from the designated region that the school serves.

If an appeal is refused by the School Appeal Committee, a further and final appeal may be made to the Sandhurst Catholic Education Council SCEC, Enrolment Appeal Committee.

An appeal will only be considered where there is evidence of a diversion from the enrolment process contained within the SSEB Enrolment Policy and Guidelines.

The SSEB Enrolment Appeal Committee will be chaired by the Director of Catholic Education (or representative). Other members will include a Parish Priest and a Principal member of the SSEB, both of whom will come from areas outside the parish or designated region that are the subject of the appeal.

The SSEB Enrolment Appeal Committee will give due consideration to the basis for the appeal and to the decision of the School Appeal Committee.

Evaluation

This policy is to be reviewed as part of Sacred Heart Primary's Cycle of Review.

This policy is reviewed every three years and we undertake to seek feedback from students, parents, carers, staff and volunteers.

Enrolment Policy ratified by the School Board on the

Next Review to be completed by 2022.