GUIDING PRINCIPLES

1. Parents are the first educators of their children and have the obligation and the right to ensure an adequate education for their children, consistent with their rights and obligations and their beliefs and values.

2. Once a child becomes a member of the Catholic Church through Baptism, the parents and the Church have a commitment towards its new member. One of the obligations is to give the child the opportunity to be educated as a Catholic.

3. Subject to provisions listed below in sections 8~10, St. Martin de Porres parish exercises its commitment and responsibility to Catholic students by welcoming all Catholic students of appropriate age and readiness to its parish school.

4. Students shall be deemed ready for full enrolment when the school is satisfied it has received enough information through observation and accurate medical, developmental, paediatric, psychological or speech information or documentation to consider the student ready - physically, emotionally, socially & intellectually for the learning environment offered by the school.

5. Student physical readiness is considered as inadequate unless the school is presented with the required proof that full immunization has occurred prior to December of the year prior to enrolment.

6. Parents or legal guardians are required to provide all developmental, paediatric and speech information to the school related to the prospective student at all stages of the enrolment process and at any time while enrolled at the school. All associated costs for any of the above is to be borne by the parents or legal guardians.

7. Students shall be deemed of appropriate age to begin school (i.e. Preparatory/Foundation) if they have reached their 5th birthday by April 30th of the year of enrolment.

8. Students enrolled in the school shall be Catholic students, and non Catholic enrolments should not exceed recommended limits.

9. A normal criterion for enrolment of a Catholic student in St. Martin de Porres Parish School is that the student is a member of the parish of St. Martin de Porres Avondale Heights or lives within the defined boundary of the parish.

10. The parish of St Martin de Porres is bounded on the West, South and East by the Maribyrnong River and then Steele's Creek to Buckley Street. The North Boundary is Buckley Street and its continuation to Rimcross Drive and then by extension to the Maribyrnong River. It coincides exactly with the Census Collection district of Avondale Heights and the postcode area 3034.

11. Parental contribution, needed for the maintenance of Catholic schools, be at a level which enables parents to exercise a free choice of schooling without undue financial hardship.

12. The Parish School Advisory Board has the responsibility to consult with various diocesan and civil authorities to plan and implement enrolment processes for the immediate and long term effectiveness of the school.

13. Where geographic characteristics or transport problems inhibit attendance at the parish school of children from certain areas, cooperative arrangements regarding enrolment boundaries shall be made with neighbouring parishes and schools.

14. There will be occasions when, for personal reasons, parents / guardians apply to enrol a child at St. Martin’s from outside the parish. Such arrangements shall be considered ~ in consultation with the Parish Priest and Principal of the schools involved.

15. Measures which purport to gauge the degree of faith commitment of parents shall not be used as criteria for enrolling a Catholic student at St. Martin de Porres Parish School.

16. The ability of parents to pay school fees shall not be used as a criterion for enrolling a Catholic student at St. Martin de Porres Parish School.

17. Academic criteria shall not be used to exclude Catholic students from St Martin de Porres Parish School.
SELECTION CRITERIA

CRITERIA NO. 1: The child presented for enrolment is baptized Catholic.

CRITERIA NO. 2: The child presented for enrolment is considered by the school to have the maturity and ‘readiness’ (i.e. intellectual, physical, emotional, & or social capabilities) to cope with the learning environment offered by the school.

CRITERIA NO. 3: The child presented for enrolment is fully immunized & such proof presented to the school by the end of November of the year before enrolment commences.

CRITERIA NO. 4: The family regularly attends Mass at St. Martin de Porres Church.

CRITERIA NO. 5: The family already has siblings currently attending St. Martin’s.

CRITERIA NO. 6: The family residence is located within the boundary of St. Martin’s parish.

CRITERIA NO. 7: The parents/guardians participate in one or more ministries or parish groups at St. Martin’s.

CRITERIA NO. 8: The child presented for enrolment is baptized Catholic, the family residence is located outside the boundary of St. Martin’s parish and the family satisfies the terms of Principle No. 13 and/or 14 above.

CRITERIA NO. 9: The child presented is baptized from a non-Catholic, Eastern Church and the family residence is located within the boundary of St. Martin’s parish.

CRITERIA NO. 10: The child presented for enrolment is not baptized Catholic and the family residence is located within the boundary of St. Martin's parish.

CRITERIA NO. 11: The enrolment documentation was submitted to the school office by the stipulated closing date.

ENROLMENT DEFINITIONS

PROVISIONAL ENROLMENT:
Initial enrolment offered to all applicants, with the proviso that once the school contacts applicants' Kindergartens, observes behaviours and confirms all enrolment information provided is accurate, the school is confident in catering for the needs of the applicants.

FULL ENROLMENT:
Where a student is assessed by the school to have the physical, intellectual, social and emotional capacity or readiness to participate fully in the learning opportunities offered by the school. Proof of full immunization is also a determinant of this stage of enrolment.

PART TIME ENROLMENT:
Where a student is assessed by the school as only partially having the physical, intellectual, social and emotional capacity or readiness to participate in the learning opportunities offered by the school. In this case, the student will participate in the learning environment for a designated part of each school week, of each school day or combination of the two, until the school assesses the student as ready for full enrolment.

DELAYED ENROLMENT:
Where a student is assessed by the school as not yet having the physical, intellectual, social and emotional capacity or readiness to participate in the learning opportunities offered by the school. In this case, the parents should seek an alternative setting for their child for a further year, until deemed ready to participate at St. Martin’s School.

ON-GOING ENROLMENT:
The enrolment status which is dependent on the legal guardian(s) providing the school with all information contained within the ‘Application for Enrolment’; where the legal guardian(s) in each family have signed off on an annual basis to an agreement to comply with all school policy statements and variations in school policy statements; and where the legal guardian(s) have not breached Section 6 of the Parent Code of Conduct.
TERMS OF ENROLMENT

St. Martin de Porres parish school is a community that strives to live 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 to:

(a) promote the values of honesty, fairness and respect for others;
(b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
(c) maintain good order and harmony;
(d) affirm cooperation as well as responsible independence in learning; and
(e) 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 school staff, parent and student body.

As a term of your child's enrolment, parents and guardians are expected to comply with all school policy statements, the school's behaviour aims and the school's Codes of Conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.

To this end, Attachment No. 3 of this policy must be endorsed on an annual basis by parents and guardians to confirm on-going or continued enrolment at St. Martin de Porres School.

Furthermore, just as for all school and parish staff, there are consequences applied to poor behaviour by students and their parents or guardians.

Behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is serious misconduct and damaging to the partnership between parent/guardian and school, will result in such sanctions or consequences as described in the procedural section of the school's Parent Code of Conduct and Pastoral Care Policy (Page 9). These sections relate to the need at times to restrict or suspend access to the school property for certain adults, to suspend enrolment, to facilitate 're-entry' meetings and in the 'worst case' scenario – total expulsion of a family.


Further changes ratified in March & October 2016, 2019
ENROLMENT PROCEDURE

a. For Prep enrolments, parents/guardians collect the ‘Application for Enrolment’ and Prospectus from the school, complete form and return (with the appropriate birth, sacramental and health documentation) by the advertised closing date. Please also note that all legal guardians (usually the father and mother) must sign the ‘Parent Declaration’ section on Page Five of the application.

b. Mid Term One each year, parents/guardians should avail themselves of Open Days, where school tours are undertaken for prospective parents/guardians.

c. For new parents/guardians, application forms shall be accompanied by a $200.00 non-refundable deposit. ($150.00 will be deducted from Term One School Fees of following year)

d. For new parents/guardians, an interview with the Principal and Parish Priest is required before provisional or full enrolment is accepted.

e. At close of enrolment, enrolment Criteria No. 1 - 7 and Criteria No. 11 is initially applied to each application by the Principal and Parish Priest. If there are still enrolment places available, enrolment criteria No. 8, 9 and 10 may be applied to include further enrolments.

f. ‘Provisional enrolment’ is offered to those meeting the above criteria in section (e), and the school ascertains whether St. Martin de Porres Parish School will meet the needs of each particular applicant. Acceptance of provisional enrolment shall be confirmed in writing (hard copy or via email) by the legal guardian(s) within two weeks of an offer being made.

Example:

Once school staff have observed provisional applicants and if deemed necessary, sort the professional opinions of such people as the Kindergarten teacher, paediatrician, speech pathologist, psychologist, occupational therapist, specialist organisations (such as ‘Scope’) associated with the provisionally enrolled to assess the accuracy of all information contained within the enrolment application, then ‘full enrolment’ may be offered, ‘part-time enrolment’ negotiated or ‘delayed enrolment’ placement investigated or recommended.

h. If demand for enrolment places exceeds the number of places available regarding families who initially meet Criteria No. 1 - 7 and Criteria No. 11, the first families by date of application will be offered provisional enrolment, pending an investigation as to the child’s ‘readiness,’ as considered under Criteria No. 1 above. Families with later enrolment dates shall be offered a place on a ‘waiting list,’ pending the outcome of the first round of offers.

i. For families meeting Criteria No. 8, 9 or 10, where demand for enrolment places exceeds the number of places available, letters may also be distributed offering places on a ‘waiting list,’ pending the outcome of the first round of offers. Formal acceptance of ‘waiting list’ status is then required of these families.

j. Letters of acceptance are distributed by mail to successful applicants by the beginning of June of the year preceding enrolment.

k. Successful applicants shall formally accept or reject offer of place by the specified date. If formal acceptance is not received in writing or via email by the school by the specified date, the enrolment application may be set aside and the next family on the waiting list offered that place.

l. Families who reject the offer of enrolment for any reason and then wish to be considered for enrolment at a later date, shall be considered a new enrolment, shall not receive preferential treatment related to their previous enrolment application and shall, therefore, be bound by enrolment procedures (c) through (g) above.

m. Information with regard to orientation days for parents/guardians and orientation days for Prep children is distributed by early October of the year preceding enrolment. Orientation days are held by mid November of the year preceding enrolment and these are considered a requisite for enrolment.

n. On-going enrolment will then be dependent on the parent/guardian(s) completing and not withholding any information required on the enrolment application and signing the annual declaration / agreement to comply with with all school policy statements and variations in school policy statements distributed to families each November. On-going enrolment will also be dependent on the family complying with the Parent Code of Conduct in general & Section 6 in particular.
PHOTOGRAPH / VIDEO PERMISSION FORM

Dear Parent/Guardian,

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

The Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

STUDENT’S NAME: ________________________ YEAR LEVEL: _______

- I give permission for my child’s photograph/video and first name to be published in:
  - the school website and school publications
  - school promotional materials
  - newspapers and other media.

- I authorise the CEOM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEOM/CECV’s promotional, marketing, media and educational purposes.

- I give permission for a photograph/video of my child to be used by the CEOM/CECV in the agreed publications without acknowledgment, remuneration or compensation.

- I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name(s) of Parent(s) / Guardian(s):

Signed: Parents/Guardians:

Date: / / 2019

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).
PARENT / GUARDIAN ANNUAL COMPLIANCE DECLARATION

I / We acknowledge that I / we understand and accept the terms and conditions of enrolment as set out below and understand that on-going enrolment at St. Martin de Porres School shall be dependent on our compliance with the following:

✓ I / We agree to duly pay all school fees & levies set for my child(ren) & family in each and every year of enrolment at St. Martin de Porres parish school;

✓ I / We agree to support & maintain St. Martin de Porres parish, which established the school, by contributing a minimum thanksgiving pledge annually of $300.00;

✓ I / We have read, understand & agree to support the Vision, Mission and Learning & Teaching policy statements of St. Martin de Porres parish school;

✓ I / We have read, understand & agree to support all aspects of the school's Fee policy, Enrolment policy, Pastoral Care policy, including the ‘Behaviour Management and Anti-Bullying' policy, ‘Child Safe' policy, ‘Sexual Harassment' policy, ‘Dealing with Disputes and Concerns' policy, Student Wellbeing and ‘Code of Conduct for Parents' policy;

✓ I / We have read, understand & agree to support all aspects of school curriculum policy, including the Homework policy, as it pertains to the roles & duties of parents;

✓ I / We have read, understand & agree to support all aspects the school's Privacy policy & 'Standard Collection Notice' practices related to the school's collection & dissemination of our family & student information;

✓ I / We understand & agree that changes to various school policies will occur from time to time during the seven years of primary schooling and that I / we will continue to support & comply with these policy decisions & the changes that are made;

✓ I will support our child(ren)'s participation in the religious life of the school (e.g. school liturgies, sacramental program & retreat programs);

✓ I will attend parent/teacher and information evenings which relate to my child(ren);

✓ In the event I have any concerns, I will raise them initially with the relevant teacher or the School Principal;

✓ I will treat all members of the school community with respect as befits a Catholic primary school;

✓ If, in time of emergencies, accidents or serious illness, I cannot be contacted, I give permission for the Principal (or other school staff) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred.

Student(s) Name(s): …………………………………………………………………………………………………………

Parent(s) / Guardian(s)
Signature(s) : …………………………………… ………………………………………

Date : ……/……/2019

** Please return this completed declaration to the school office by the specified date. **