

ST LAWRENCE CATHOLIC PRIMARY SCHOOL  
DERRIMUT  
**ENROLMENT POLICY**

### **Vision**

*It is our vision at St Lawrence School that students and staff develop a personal relationship with God, while being engaged in a rich learning environment.*

### **Rationale**

St Lawrence Catholic Primary School is the second school established in the St Peter Chanel Catholic Parish, Deer Park to cater for Catholic families requiring a Catholic education in the Derrimut area.

St Lawrence Catholic Primary School acknowledges that parents are the first educators of their children and have an obligation and a right to ensure an education consistent with their beliefs and values.

Therefore, St Lawrence Catholic Primary School offers an authentic Catholic vision, whereby we proclaim the Gospel as the foundation upon which all interactions and processes take place. As such we work towards creating a Catholic learning community which is a place of learning excellence and of personal and communal wellbeing.

This policy ensures compliance with the regulations of Victorian government legislation and complements the policies of the Catholic Archdiocese of Melbourne regarding fairness and access.

### **Parish Boundaries**

As the second school established in the St Peter Chanel Catholic Parish, enrolments will be drawn from the catchment area within the Parish boundaries south of the railway line.

### **Aims**

To provide an efficient process of enrolment that satisfies the needs of the Parish, the school, its families and students.

### **Implementation**

- All parents of Catholic children who reside within the catchment area for Derrimut, in the Parish of St Peter Chanel, Deer Park and who are eligible to attend a Victorian Government school are able to make an application for enrolment to St Lawrence Catholic Primary School
- On application for enrolment, all students will be placed on a waiting list. Offers of enrolment will be according to the following parish enrolment guidelines:
  - First priority for positions is given to siblings of children who have attended the school
  - Next priority is given to baptised Catholic children living in the school's catchment area (Derrimut & Central Park, Deer Park). If there are more applicants than positions, priority will be given to families who can demonstrate financial support & participation in St Peter Chanel parish
  - If further vacancies exist, consideration will be given to Orthodox families and other Christian families
  - The Parish Priest and Principal reserve the right to review this policy at any time.

- On offer of enrolment and confirmation by the parent/guardian, the parent/guardian agrees to accept and uphold the Catholic teachings of the school along with the policies and programs of the school
- Families will be expected to pay a family fee and a per student levy annually. However no family will be discouraged from applying for enrolment because of financial constraints.
- Students enrolling at St Lawrence Catholic Primary School as part of a Prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30<sup>th</sup> April in the year of enrolment) and an immunisation certificate.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- Other parents seeking early age entry for their children must make a written application to the Director of Catholic Education.
- Students with disabilities and special needs will be enrolled along with all other eligible children. A concern relating to resourcing levels is in itself insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Director of Catholic Education.
- Parents provide permission for the Principal or her/his delegate to contact the Director of the Kindergarten or Principal of the previous school of students seeking enrolment/transfer to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate, if enrolling, and to discuss any academic or behavioural matters.
- Students will be allocated to classes according to a combination of class size and student need.

**Evaluation:** This policy will be reviewed as part of the School Improvement Plan or as necessary in relation to Parish requirements.

**Reference:**

Catholic Education Melbourne, Enrolment for Schools in the Archdiocese of Melbourne, Policy 2.4  
<https://www.cem.edu.au/About-Us/Policies/Enrolment-for-Schools.aspx>