

Galilee Regional Catholic Primary School	System Update: 25.6.19	
Version 0.1	Date of Next Review: 25.6.21	



## **GALILEE REGIONAL CATHOLIC PRIMARY SCHOOL ENROLMENT AND EXIT POLICY**

### **Rationale**

All children enrolling in Galilee Regional Catholic Primary School deserve a seamless transition that enables them to feel part of our community as quickly and effortlessly as possible. This policy ensures that Catholic students have access to a Catholic education, complies with Victorian government legislation and complements the policies of the Catholic Archdiocese of Melbourne regarding the principles of fairness and access.

**In accordance with CEM Enrolment Policy Galilee Regional Catholic Primary School has established that:**

- The first priority of Galilee Regional Catholic Primary School is the provision of a Catholic education for Catholic children. This reflects the historical context of Catholic education in Australia, as well as confirming the participation of the Catholic school in the Church's mission. As a result, formation and education in Galilee Regional Catholic Primary School must be based on the principles of Catholic doctrine.
- Galilee Regional Catholic Primary School will maintain the highest possible level of Catholic enrolment.
- Galilee Regional Catholic Primary School is accessible for all Catholic families in the Parishes of Our Lady of Mt Carmel Middle Park, St Joseph's Port Melbourne and Ss Peter & Paul South Melbourne pending available places.
- When enrolling students, Galilee Regional Catholic Primary School is compliant with relevant Victorian and Australian Government legislation.

### **Principles:**

#### **Inclusiveness**

Galilee Regional Catholic Primary School was established primarily for Catholic children in the area of South Melbourne, Port Melbourne, Middle Park, Albert Park, Southbank and Docklands and strives to be open and welcoming to all Catholic students, regardless of their background and needs.

#### **Partnership between parents and school**

Parents, as the first educators of their children, enter into a partnership with the Galilee Regional Catholic Primary School to promote and support their child's education, in particular their education in faith. Therefore parents should also assume responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

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## Access to information about enrolment in a Catholic school

Summary information concerning the Galilee Regional Catholic Primary School enrolment policy, enrolment criteria and processes is publicly available and easily accessible by current and prospective parents on the school website. [www.gsmelbournesth.catholic.edu.au](http://www.gsmelbournesth.catholic.edu.au)

## In accordance with the Enrolment Policy Guidelines for the Archdiocese of Melbourne, the following criteria for accepting enrolments have been implemented:

1. Children with siblings at the school.
2. Catholic children who are residents within the parish boundary in the areas of South Melbourne, Port Melbourne, Middle Park, Albert Park, Southbank and Docklands.
3. Catholic children who do not reside in the parish boundary but belong to the parish community.
4. Catholic children from other parishes (for pastoral reasons).
5. Children from non-Catholic Eastern churches who reside in the parish boundary.
6. Children from non-Catholic Eastern churches who reside outside the parish boundary.
7. Other Christian children who reside in the parish boundary.
8. Other Christian children who reside outside the parish boundary.
9. Non-Christian children who reside in the parish boundary.
10. Non-Christian children who reside outside the parish boundary.

## Enrolment Procedures

- Children must turn 5 years of age before the 30th April in the year they are commencing school. Permission to grant an exemption is on the basis of a number of conditions which must be understood and accepted by the parents and carers. These conditions include:
  1. Permission from the Director of Catholic Education,
  2. Approval by the school given class sizes,
  3. Readiness of the child.
- A copy of the child's Birth and Baptism Certificates must be provided. This should be attached to your Enrolment Form.
- Non-Catholic families lodging an enrolment will need to include a personal letter clearly stating the reasons they are seeking enrolment in a Catholic school.
- *At the time of accepting an enrolment all new families will be required to pay a non-refundable enrolment fee of \$800.00 per family to secure a place in the school. This deposit will be deducted from your school fees.*
- Acceptance of enrolment includes an agreement to follow relevant school policies.
- An immunisation certificate must be provided for all children, prior to their commencement at school, this can be obtained from your local council.
- Individual interviews will be conducted for all new enrolment applicants after enrolments close. Times will be arranged by the school.
- A school Orientation Program will be held in Terms Three and Four for all new Prep students.
- An information session for parents will also be held in Term Four.
- Where places exist in classes OTHER THAN the Foundation Year, enrolment will be accepted at any time in accordance with the enrolment policy guidelines.

## Enrolment of Non-Catholic Families

Applications on behalf of non-Catholic children will be considered if there are vacancies in that particular year level. In enrolling a non-Catholic child, parents need to demonstrate a commitment to the Catholic

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Vision of the school and be willing to establish a close partnership with the Parish School. All non-Catholic children will be expected to participate in the Religious Education Programme and the focus on the Catholic liturgy.

## Exit Procedures

Please ensure you follow the procedures below if you intend to remove your child/ren from Galilee. We require 10 weeks notice prior to departure.

- Provide written confirmation of departure to the Principal. The written letter will contain information regarding the reason for departure and transfer details of the new school that your child/ren will attend.
- Schedule an *Exit Interview* with the Principal or Deputy.
- If less than ten week's notice is given you may be charged additional fees to factor in costs such as: resources and camps, incursions, excursions, extracurricular programs and classroom related costs.
- When considering a reduction/reimbursement to school fees, they will only be considered for the duration of a term after departure including 10 weeks notice. If this date is during a term, reductions will only be calculated from the end of the term they are leaving.
- If leaving Galilee during a school year, a reduction/reimbursement of school fees will be considered but not guaranteed for essential reasons only, i.e. moving house or job.