Enrolment Policy for St Michael’s School

Values:
Faith, Service, Truth, Justice, Learning, Love, Respect, Community

Preamble:
St Michael’s is a Catholic Community which nurtures students in the faith of Christ and assists them in their total development.

Policy:
St Michael’s Catholic School welcomes children whose families value Catholic Education and demonstrate a willingness to support the school’s Mission Statement. Every effort will be made to maintain the Catholic ethos of the school.

Consequences:

- Parents/guardians and students must be given adequate information about the Mission Statement, and must be committed to its implementation.

- Families must make themselves aware of, endorse and where appropriate, undertake to participate in all activities of the school curriculum and community, including excursions and camps.

- Families must undertake to contribute their time and support to the various active groups in the school community, for example, P & F meetings and fund-raising efforts.

- All families must permit their child/children to take part in all the activities of the school, including Religious Education and Mass.

- Parents/guardians must agree to pay in full, all fees and levies in accordance with the fees schedule detailed in the parent handbook, or otherwise negotiate with the principal, as a minimum contribution to the running of the school.

- Enrolment is dependent upon the capacity of the school to provide the physical and human resources necessary for the education of the student. A discerning group consisting of Principal, Parish Priest, Professionals, Parents, Staff, and/or CES Officer may assist the Principal in discernment.
Procedure:

1. Upon completion of the application for enrolment form and signature of parents/guardians, parents need to supply the following support documents:
   - Birth certificate
   - Australian Citizenship Documentation
   - Current Passport
   - Current Visa
   - Health Care Documentation
   - Current/Previous School Transfer Documentation
   - Last two Academic Reports
   - Most recent NAPLAN results
   - Baptism Certificate
   - Legal Documentation – related persons
   - Health or Medical Assessment Reports
   - Legal Documentation – student

2. The Principal will contact the former school for copies of relevant documents (Student Transfer Form request) and Financial Status.

3. An interview with the Principal (or nominee) and parent/guardian and child will take place.

4. The parent/guardian will sign the Confirmation of Enrolment form in agreement to uphold and support the Mission Statement of the school and pay a Confirmation Deposit of $100.

5. The following criteria will be used in the enrolment procedure when limited vacancies exist:
   - Siblings of existing students
   - New Catholic families
   - Other Christian denominations
   - Other Religious faiths

6. In the event of a special needs student seeking enrolment, a Catholic Education Services Special Needs Enrolment Interview will need to occur with the principal, learning support teacher and Catholic Education Services staff member.

7. If any information provided on the enrolment form is misleading, the enrolment is considered to be null and void.