In line with the Catholic Education Office Melbourne Enrolment Policy statement (2007) decisions on student enrolments will be based on the following guiding principles:

The 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 with their beliefs and values.

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 children the opportunity to be educated as a Catholic. The Church exercises its commitment and responsibility through providing Catholic schools to support parents in educating their children in the Catholic faith.

St. Agnes’ Parish exercises it commitment and responsibility to Catholic students by welcoming Catholic students of appropriate age to its parish school. Students shall be deemed of appropriate age to begin school (i.e. Prep) if they have reached their 5th birthday by April 30th of the year of enrolment. If a child’s birthday is just outside the cut off date and a parent would like to consider enrolment, then it is necessary to first contact the Principal.

Enrolment at St Agnes’ Catholic Primary school does not constitute acceptance into any other Catholic School, primary or Secondary.

Students will be enrolled at St. Agnes’ Catholic Primary School according to the following criteria:

**Priority of Enrolment**

1. Children with siblings already enrolled are given first priority.
2. Catholic children who are residents of the Parish.
3. Catholic children who do not reside in the parish by who are recognised as parishioners by the Parish Priest.
4. Catholic children from other parishes (for pastoral reasons)
5. Children from non-Catholic Eastern churches who reside in the parish.
6. Children from non-Catholic Eastern churches who reside outside the parish.
7. Other Christian children who reside in the parish.
8. Other Christian children who reside outside the parish.
9. Non-Christian children who reside in the parish

Children transferring from another Catholic school and living within Parish boundaries are normally accepted, given sufficient places within the class.
Enrolment procedures

- Enrolments are advertised through the school newsletter, parish bulletin, the local kindergartens and child care centres.
- Parents and families are welcome to tour the school and to meet with the Principal to discuss enrolment at any time of the year.
- Enrolment application forms can be collected from the School Office, downloaded from the school website or sent in the mail.
- Enrolment applications are accepted for the following year from the beginning of that year. Enrolment applications should be returned to the school office by the end of May.
- An Enrolment application does not guarantee enrolment in the school.
- Enrolment applications should include the following documentation- Birth Certificate, Baptismal Certificate (if applicable) and Immunisation certificate and any other relevant documentation as indicated in the application form. Please note that should a child be awaiting final immunisation, their health immunization certificate must be sent to the school before the child begins school.
- A $150 enrolment application payment is required with the application. This $150 comes off the child’s school fees should the enrolment application be successful. This enrolment application payment is not refundable.
- Enrolment interviews are conducted in June by the Principal.
- Following this interview, first round offers of a place at St Agnes’ will be sent to parents.

Orientation and support programs

- A prep orientation program is conducted each year to assist both the children and parents.
- Two Orientation sessions for incoming preps are held in November. Whilst the prep orientation is being conducted parents are able to meet other prep parents and invited to hear further about some aspects of the curriculum.
- A Prep Parent Information evening is also conducted in November. Parents will receive an information package on this evening.
- Each prep child is buddied with a year 6 child.

The school may, from time to time, review and update this policy to take into account changes to regulations and the school operations and practices.