St Brendan’s Primary School
Enrolment Policy

RATIONALE

All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

AIMS

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.

PROCEDURAL GUIDELINES

- St Brendan’s Primary School accepts enrolments from pupils residing within the Parish of Westernport.
- Enrolments may be made by telephoning the School Office on (03) 5977 7277 to make an appointment.
- The enrolment of pupils for Prep is held in the second term of the preceding year. All children must turn 5 years of age on or before April 30. We encourage all children to be five when they begin school.
- Application for enrolment in all levels will be accepted during the year if places are available. The enrolment policy applies in all cases.
- To enrol your child/ren, an appointment must be made with the Principal.
- We ask that, where possible, both parents attend along with the child/ren to the interview.
- Non-catholic families are welcome at St Brendan’s, if class sizes permit. We encourage families to be supportive of our Catholic traditions and practices and that all children in the school are fully involved at all times in the life of our Catholic Community.
- All families are asked to financially contribute to the school through the payment of school fees, levies and excursion costs. These help us to run our school effectively and thus provide the best possible education for the children in our care. Families who are struggling financially and have difficulty meeting these costs will never be discriminated against and will always be supported at our school. The Parish Priest and Principal are available to meet and discuss these issues with parents at any time. The school can set up a payment plan for parents, who wish to make contributions to their fees on a regular basis, rather than pay the full amount at the start of Term One, Two and Three.
- Parents transferring from other schools need to obtain a Transfer Note from their former school before official enrolment can take place.
- Children with special needs are welcome. An assessment of the child's needs are made with the child's parents and a support group made up of - the Student Services coordinator, Principal and a Catholic Education Office representative. This will allow the school to implement programs best suited to the child’s needs, within the school philosophy, curriculum and structure.
Following the enrolment acceptance, a transition process will be set for the child/ren so as to provide a happy and smooth start into a new learning environment.

Students enrolling at our 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 30th April of that year) 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.

The Principal or Deputy Principal will contact principals of previous schools of all students seeking transfers 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. The Principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interests of the student.

Students will be allocated to classes according to a combination of class size and student need.

**EVALUATION**

- This policy is to be reviewed as a part of the review cycle.