



367 High Street  
NAGAMBIE VIC 3608  
T: 03 5794 2608  
F: 03 5794 1435  
M: 0417 489 577  
E: [principal@sjnagambie.catholic.edu.au](mailto:principal@sjnagambie.catholic.edu.au)  
W: [www.sjnagambie.catholic.edu](http://www.sjnagambie.catholic.edu)

## Enrolment Policy

Policy Developed Date: July 2012

Policy Reviewed Date: 8th of May 2020

Policy to be Reviewed: 2023

## Identity Statement

St Joseph's; a child safe school, is a Catholic Community in the Josephite tradition where we learn and grow in the Spirit together.

## Vision Statements

St Joseph's; a child safe school, strives to be an educating community:

- Where the total development of each child is nurtured.
- Where an environment of trust, respect, hope and safety is built, with direct reference and consideration to child safe standards and policies.
- Where families and the school work in partnership sharing the responsibility to educate the child.
- Where school life is an integral part of the parish and the wider community.
- Where the students learn in a challenging, enjoyable and cooperative way.
- Where the teachings of Jesus are taught, modelled and lived.

## Graduate Outcomes

St Joseph's students learn to become:

- Problem solving, inquiring, critical thinkers with high competencies in literacy and numeracy.
- Technologically competent and ethical users of technology.
- Hope filled, independent, resilient and confident young people.
- Knowledgeable and appreciative of the Catholic faith.
- Socially adept, respectful, just, environmentally conscious and appreciative of diversity.

**At St Joseph's we are being our best when we are...**

**Being respectful, being friendly and being positive learners.**



## COMMITMENT TO CHILD SAFETY:

All students enrolled, and any child visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

St Joseph's is a Child Safe school. Parents and Carers are required to read our Child Safe Policies and Procedures, available on our school website <https://www.sjnagambie.catholic.edu.au> as part of the acceptance of enrolment. These policies and procedures **must** be adhered to.

### **St Joseph's commitment to a safe environment for children:**

St Joseph's Primary School is committed to the creation of a safe, just and respectful environment that supports wellness for all members of the school community. In this, there is a moral obligation and shared responsibility to protect the most vulnerable members of the community. St Joseph's believes that, while protecting children and young people against sexual abuse is a community wide responsibility, schools have particular moral and legal responsibilities to ensure children and young people are safe in their care and to actively and intentionally work to eliminate all forms of abusive behaviours towards children.

### **Children's rights to safety and participation:**

The staff and volunteers of St Joseph's encourage students to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.

We teach students about what they can do if they feel unsafe. We listen to and act on any concerns students, or their parents or carers, raise with us.

## VALUING DIVERSITY AND INCLUSION:

We value and celebrate diversity, especially cultural diversity, and we do not tolerate discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal students and their families.
- promote the cultural safety, participation and empowerment from culturally and/or linguistically diverse backgrounds (CALD) and their families.
- promote the personal safety, participation and empowerment of students with a disability and make them feel welcome and part of all aspects of school life.

## RATIONALE:

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. St Joseph's School exists to promote and educate in the Catholic faith and to foster Christian ideals.

Through Baptism children are given membership into the Catholic community and therefore the Catholic School gives its members the opportunity for education within its beliefs and teachings. The Catholic Identity of the school ensures that St. Joseph's School Nagambie is different to Ministry Schools. It is the permeation of Catholic Faith, Beliefs, Tradition and Practice through all Key Areas of Learning that gives purpose and reason to its existence.

“The Catholic School participates in the evangelising mission of the church and is the privileged environment in which Christian education is carried out. In this way ‘Catholic Schools are at once places of evangelisation, of complete formation, of enculturation of apprenticeship in a lively dialogue between young

people of different religious and social backgrounds.’ The ecclesial nature of the Catholic school, therefore, is written in the very heart of its identity as a teaching institution” (Catholic Church Congregation for Catholic Education. The Catholic School on the Threshold of the Third Millennium Vat. Dec. 1997 n 19)

At St Joseph’s School, participation in school life is seen as part of the experience of a Catholic community.

#### BELIEFS:

In keeping with the rich and pastoral history of St. Joseph’s Nagambie, the parish catholic school continues to offer access to all Catholic students in Nagambie.

Our facilities (rebuilt in 2000) ensure that in the foreseeable future no Catholic child will be refused admission to St. Joseph’s because of insufficient available places.

#### AIMS:

- To ensure a consistent and transparent approach to the school enrolment process, in line with the Catholic Education Office (Sandhurst) Enrolment Policy.
- To abide by the principles of inclusiveness; partnership between parents and school; exercise of pastoral discretion in enrolment decisions; and access to information about enrolment in a Catholic school; as per the CES Enrolment Policy.
- To maintain and/or work towards the highest possible level of Catholic enrolment.

#### ENROLMENT PRIORITIES:

1. Priority of access to Catholic schools is given to Catholic students
2. Measures deemed to gauge the degree of faith commitment of the parent should not be used as criteria for the enrolment of a Catholic student at St. Joseph’s Nagambie.
3. The ability of parents to pay school fees should not be used as a criteria for enrolment of a Catholic student in a Catholic School. However this does not exclude discussion with the parents about other ways of contributing to the school (e.g. time/talent)
4. Academic / Physical Ability should not be used to exclude Catholic children from enrolment. Discussion with the parents and support staff from the Catholic Education Office is required to ensure that the capacity of our school, and limited staffing can meet the physical, intellectual and emotional needs of the child.
5. For the benefit of the child, and so that the school can confidently meet a child's additional needs, parents are requested to share any relevant information on the Enrolment Form.
6. All students accepted for enrolment have the right to complete their education at our school.
7. All parents requesting enrolment will be required to attend an interview with the School Principal, accompanied by their child.

#### ***Enrolment in a Catholic School of students other than from a Catholic background.***

“Within the context of the Australian Communities’ support for Government Grants to Catholic schools and bearing in mind the mission of the church to educate all those who desire a catholic education, students of other faiths or of no apparent faith may be enrolled in a Catholic School” (Diocesan Enrolment Policy 2000)

1. Parents of children not of Catholic background must be aware of the Catholic Identity and ethos of St. Joseph’s School. Parents of those children must give a commitment to respect our faith tradition and practice and agree to their child/children participating in the Religious Education Curriculum of the school.

2. Siblings of enrolled students not of Catholic background will have priority of entry after all Catholic students seeking entry have been enrolled.

#### APPLICATION FOR ENROLMENT:

The Application for Enrolment form should contain a statement which ensures that parents / guardians acknowledge that the school is a Catholic school in which: – prayer and liturgy are vital aspects of religious life in the school; – the pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church; and – the teachings and values of the Catholic Church are paramount.

#### PARENTAL RESPONSIBILITIES:

Schools should ensure that at the time of enrolment, parents understand their responsibilities in providing ongoing support for their child's Catholic education. In particular, parents/guardians should be asked to make an explicit commitment to the following responsibilities:

1. All parents/guardians enrolling their children in a Catholic school should complete the school's Application for Enrolment form and return it by the due date.
2. Parents/guardians must be prepared to support the school in the Catholic education of their children and involve themselves as much as possible.
3. Parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child. (Any difficulties in this regard should be discussed with the Principal.)
4. Parents/guardians must advise the Principal of any Court Order(s) that may exist in regard to the child, or any changes to such Court Order(s) and provide a copy of the Court Order(s) and any subsequent changes for the child's school file.
5. Parents/guardians must supply the school with a Health Immunisation Certificate. Schools should strive to be welcoming and inclusive and to collaborate with parents as partners in the education of their child, while making every effort to ensure a Catholic education is accessible to every Catholic family through the provision of family-friendly fee policies and fee relief. (Refer to CECV Policy 1.25 – School Fees.)

#### ENROLMENT PROCESSES AND PROCEDURES:

- St. Joseph's School has an Open day in Catholic Education Week.
- Advertisements for enrolment are placed in the school newsletter / Parish Bulletin / Local kindergarten/ Local newspapers.
- Parents are invited to visit the school informally and receive an Information Package/Enrolment Pack or it can be mailed.
- Information regarding the process of Application for Enrolment is available on the school website.
- Formal Interviews are conducted with the Principal at which enrolment procedures are completed.

Enrolments will be considered throughout the year. Students/Families need to provide;

- Transfer note from former school.
- Copy of School Entry Immunisation Certificate.
- Copy of Baptismal Certificate if applicable.
- Copy of Birth Certificate.

#### EVALUATION:

This Policy will be reviewed as part of the school's three-year review cycle.