

Enrolment Policy

Selecting a school that best suits the needs of your child is particular for parents to ensure that your child's wellbeing and learning is recognised, nurtured and developed.

St Francis Xavier Primary School Montmorency is a vibrant, welcoming and inclusive community where Christian values and a strong social outreach conscience are embedded.

As 21st Century learners, the children experience a curriculum which is rigorous, rich and relevant within a stimulating and supportive environment, utilising contemporary models of learning and teaching incorporating the latest technologies.

It is our goal to ensure that those families who desire a Catholic Education are supported to achieve this desire. It is also our aim that students, teachers and family members who join our community value our educational aims, which have been developed and lived in the Gospel spirit of freedom and love.

Our Enrolment Policy also provides for the inclusion of those applicants who are not Catholic, but who desire for their children to be educated in a Christian environment and who willingly recognise, accept and value the Catholic nature of our school. Such enrolments must not cause the exclusion of a Catholic applicant and must be kept within the CECV Guidelines in order to maintain the Catholic nature of the school.

It is important that applicants understand that acceptance into St Francis Xavier Primary School does not give automatic right of admission into a Catholic Secondary School.

Our policy is drawn from the overarching enrolment policy for catholic Schools in the Archdiocese of Melbourne CEOM Policy 2.4

***“Catholic Education is intrinsic to the mission of the Church.
It is one means by which the Church fulfils its role is assisting people to discover and embrace the fullness of
life in Christ.”***

Enrolment process



Application for Enrolment must be made using the official St Francis Xavier Primary School Enrolment Form.

Those students commencing their first year of school must be five years of age by 30 April of the year in which they wish to commence school.

Following lodgement of the Enrolment Form, a confirmation of application for enrolment will be acknowledged verbally or in writing.

Families are formally invited to an interview with the parish priest and the Principal to complete the enrolment process. A written offer is then made to accept the position. The place of offer must be acknowledged along with payment of a non-refundable fee.

It is highly recommended that prospective parents seek relevant information about our school prior to the interview via the website, school tour and our Enrolment Information evening held in Term One.

An Orientation Program will be offered in Term Four of the year prior to commencement for those students who are commencing in the new school year.

Enrolment Criteria – Priority Acceptance

Priority Order

1. Baptised Catholic students residing in the Parish Zone.
2. Siblings of students already enrolled in the school
3. Children from Catholic families where a parent/ sibling is Catholic
 - The family should normally be residents of the Parish or worship at our Church or be willing to be members of our Parish
4. Catholic families who live outside St Francis Xavier Parish OR where pastoral reasons exist.
 - If you live outside the Parish boundaries and still wish your child to be enrolled at St Francis Xavier Primary School, you must visit your child's parish school beforehand to discuss your intentions.

NOTE

The parents/ guardians as the prime educators of their children in faith, must demonstrate a commitment to upholding the teachings of the Catholic Church in practical ways and support the school in all aspects of the child's education.

5. Applications from non- Catholic students will be considered.
 - Who reside in Montmorency
 - Reside outside Montmorency
 - Along with those who met the requirements as set out in the CEOM Policy (2.4)
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6. Enrolments are dependent on places available in the particular year level
7. The Parish priest and the school principal will normally interview all families (when practical) before offering a place in the school.
8. We are fortunate to have Holy Trinity Primary School, Eltham North, our sister school within our parish boundaries. Each school has a catchment area for enrolments to which we normally adhere.
 - **NB** In peak times when we have more enrolment applications than availability of places at the one school, enrolment places may be offered at the other school to provide the child with a Catholic education within our Parish. The Parish priest and the two school principals would meet to discuss this matter as required.
9. The Parish Priest remains the final authority in accepting an enrolment application
10. Upon enrolling your child at St Francis Xavier Catholic Primary School parents and guardians are expected to abide by all the policies and support and uphold the core values of the school community and adhere to the culture of respectful relationships and child safe practices.

NB. A Prep child must turn FIVE years old by the 30 April in their Prep year (Year attending school)

Catchment map

Prep 2020 Enrolment Process

Tours	Held most Tuesday mornings from 9.10am with a prior booking via the school office
Interviews	Only with enrolment form completed & supporting documents Held with Acting Principal Nicholas Boyhan, a current Prep teacher & Parish Priest- Fr Terry Kean (pending his availability) During week of 06 May - 10 May 2019- during business hours
Offers	Friday 07 June 2019
Acceptances	Friday 14 June 2019 (<i>With a non-refundable deposit of \$100.00- which is credited to your 2020 school fees</i>)
Prep 2020	Please select one mass time to attend Mass times weekend of Saturday 09 November 2019 @ 6.00pm OR Sunday 10 November 2019 10.30am
Prep Information Night	Wednesday 06 November 2019 @ 7.00pm School Parish Hall
Orientation For Prep 2020 students	No 1. Wednesday 13 November 9.30- 10.45 No 2. Wednesday 20 November 9.30 -10.45 No 3. Wednesday 27 November 9.30 – 10.45 No 4. Wednesday 04 December 11.45 – 1.15pm followed by Christmas party 1.15 – 2.00pm

✚ **All enrolments are considered**

✚ **Our enrolment criteria as per Enrolment Form**

✚ **Prep child MUST turn 5 yrs prior to 30 April of Prep year**

Other Information

- ✚ Enrolment Form completed
- ✚ Supporting documentation- originals only **MUST** be sighted Birth, Baptism & Immunisation Certificate from Medicare. Please bring with you & copies will be made.
- ✚ A cover letter may be included to further support your enrolment form
- ✚ Enrolment Interview
- ✚ School Tour- optional
- ✚ Your Prep 2020 child comes to the interview with you.



Catholic Secondary Colleges in our area

Within the Archdiocese of Melbourne, the Parishes forming a college's designated catchment are referred to as Priority Parishes. We are fortunate that we are a priority Parish for several excellent secondary colleges that our children in Year Seven.

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| ▪ Catholic Ladies College , Eltham | Girls' College |
| ▪ Our Lady of Mercy College, Heidelberg | Girls' College |
| ▪ Whitefriars College, Donvale | Boys' College |
| ▪ Parade College, Bundoora | Boys' College |
| ▪ Marcellin College, Bulleen | Boys' College |
| ▪ Loyola College, Watsonia (dependent on places) | Co-educational |

CEOM POLICY 2.4

Enrolment for Schools in the Archdiocese of Melbourne