



**St Martin de Porres  
Laverton**



**Queen of Peace  
Altona Meadows**



**Lumen Christi  
Point Cook**



**Stella Maris  
Point Cook West**



**St Mary of The Cross  
Point Cook**

## LAVERTON CATHOLIC EDUCATION COMMUNITY

### PARISH ENROLMENT POLICY



#### PREAMBLE

The Parish of Laverton is unique in that it currently has five Catholic primary schools located within the parish boundary. The Parish is in a major growth corridor in the Western suburbs of Melbourne. This means that Catholic families may not be able to attend the Catholic school of their first choice.

To ensure that every effort is made to support the enrolment of baptised Catholic children into our parish primary schools, Application for Enrolment into Prep will be undertaken through a central Parish Enrolment process.

#### GUIDING PRINCIPLES

This central Parish Enrolment Policy has been developed with the following principles in mind:

- 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.
- All Catholic schools in our Parish offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- The Parish of Laverton is in a major growth corridor in the western suburbs. New families move into the area on a weekly basis.
- The Parish of Laverton is unique, in that it has five Catholic primary schools located within the Parish boundary.
- Every baptised Catholic child living in the Parish of Laverton is entitled to a place in a Catholic school within the parish.
- At times, there may not be enrolment places available at the school of first choice.

#### DEFINITIONS

##### School Catchment Area

The school catchment area is the parish or group of parishes, as defined by the Catholic Education Office Melbourne (CEOM), from which the school draws the majority of its enrolments and to which the school gives priority of enrolment. For the majority of primary schools this will be the parish to which the school belongs. In those parishes with more than one primary school, the catchment for each school is determined by the parish in consultation with the CEOM.

**CEOM Enrolment Policy 2009**

### **Parish Enrolment Committee**

A committee comprising the Primary School Principals, or their nominees, and the Parish Priest, (where appropriate), who meet and consider enrolment issues in the Parish and applications for consideration of special circumstances.

### **ENROLMENT CRITERIA**

Due to the large number of baptised Catholic children applying for enrolment in the Parish, enrolment applications will be dealt with according to the following priority order:

#### **First Intake:**

- Baptised Catholic children resident in the designated zone/catchment area of the Laverton Parish.
- Brothers and sisters of currently enrolled students in the school

#### **Second Intake:**

- Baptised Catholic children resident in other parishes (special circumstances only).

#### **Third Intake:**

- Baptised children from Christian religions which share a special relationship with the history and traditions of the Catholic Church.

#### **Fourth Intake:**

- Non-Catholic children (providing acceptance of enrolment is consistent with the limits approved by the Archbishop of Melbourne. CEOM Policy 2.3. Clauses 3.4, 3.6)

**The Parish Priest, as manager of all five Parish schools, reserves the right of veto over the criteria for enrolment, in consultation with the Parish Enrolment Committee.**

### **ENROLMENT PROCESS**

#### **NEW ENROLMENTS – PREPARATORY (FOUNDATION)**

Applications will be taken following the Parish Enrolment meeting (March). Please check Appendix Four for closing date/ (Timeline) Application for Enrolment Forms may be collected from any of the Schools in the Parish, or the Parish Office.

Applications received after the closing date (even if siblings are already enrolled in a Parish school) will be placed on a waiting list and considered according to date received.

Application to Enrol forms are to be completed and submitted to one of the Parish Primary schools, together with all required documentation. Failure to submit copies of all required documentation will result in the application being returned to the parents, and will not be accepted until all documentation is submitted.

Schools:	St Martin De Porres Primary School 13-25 Bellin Street (PO Box 153), Laverton, 3028
	Queen of Peace Primary School 62 Everingham Road, (PO Box 1259), Altona Meadows, 3028
	Lumen Christi Primary School 260-278 Point Cook Road, Point Cook, 3029
	Stella Maris Primary School 54-70 Innisfail Drive, (PO Box 6405), Point Cook West, 3030
	St Mary of The Cross 70 Carrick St, Point Cook, 3030

Once applications have closed, the Parish Enrolment Committee will meet to consider all applications in accordance with the enrolment criteria and the number of positions available in each of the parish schools.

Following consideration by the Parish Enrolment Committee, parents will be advised, in writing, of the school to which their application has been allocated. Parents will then be contacted by the allocated school to continue the enrolment process (i.e. Interview etc)

Each school **follows a common** Enrolment Procedure and Timeline that supports the family's application and entry into their school.

### **NEW ENROLMENTS – YEARS ONE TO SIX**

1. Enrolment Enquiries/Applications must be made at the school closest to the family's residential address.
2. If the school is able to offer a position in the requested grade level, normal enrolment processes continue.
3. If the school is unable to offer a position, the school will offer to contact other schools within the parish. If a suitable vacancy exists, the family will be referred to the new school for enrolment.

### **EXISTING ENROLMENTS - EXCEPTIONAL CIRCUMSTANCES**

1. Where a family is enrolled at a Parish Primary school, but during the course of the child's primary years of schooling, the family moves to another part of the Parish;
  - 1.1. The family may wish to remain in the school they are enrolled in for the duration of their child's primary years of schoolingOr
  - 1.2. The family may wish to transfer their child to the Catholic primary school nearest to their residential address.
2. Due to family, or educational reasons, the family may seek consideration for a child to be enrolled in another Parish primary school.

### **PROCEDURE FOR CONSIDERATION OF EXCEPTIONAL CIRCUMSTANCES**

Where a family is moving from one residence to another within the parish but who wish to remain at their current school:

- The family should inform their current school of their intention to remain at the school.
- In most cases, as long as another Catholic family is not being disadvantaged by the request, the family will be advised of their ability to remain and complete their Catholic schooling.

Where a family is moving from one residence to another within the parish and wishes to transfer their child to the Catholic school closest to their new residential address:

- A letter should be written to the Catholic Primary School where they are currently enrolled.
- The letter should state the reason for the transfer request, as well as confirmation of the new residential address.
- The Principal will present the letter at the next meeting of the Parish Enrolment Committee.
- The decision on the outcome of the enrolment request will be relayed to the applicant family by the Principal of the school where the child is currently enrolled. In most cases, as long as another Catholic family is not being disadvantaged by the request, the family will be advised of their ability to transfer the new Catholic school.
- Normal enrolment procedures for the new school would follow in due course.

Where a family, for family or other reasons, seeks consideration for a child to be enrolled in another Parish school, not close to their current residential address:

- A letter should be written to the current Catholic Primary School closest to their residential address.
- The letter should state the reason for the transfer request.
- The Principal will present the letter at the next meeting of the Parish Enrolment Committee.
- The decision on the outcome of the enrolment request will be relayed to the applicant family by the Principal of the school where the child is currently enrolled.

### **ENROLMENT ENQUIRY TO THE PARISH PRIEST**

Any enrolment enquiries made directly to the Parish Priest will be re-directed to the school nearest to the residential address. These enquiries will be processed using the same procedure as above.