



St. Bede's Primary School

Student Enrolment Policy

St. Bede's Primary School was established, and is supported and maintained by the parishioners of St. Bede's Parish, North Balwyn. The primary purpose of the school is to provide a Catholic education for Catholic children who reside within the St. Bede's Parish boundaries.

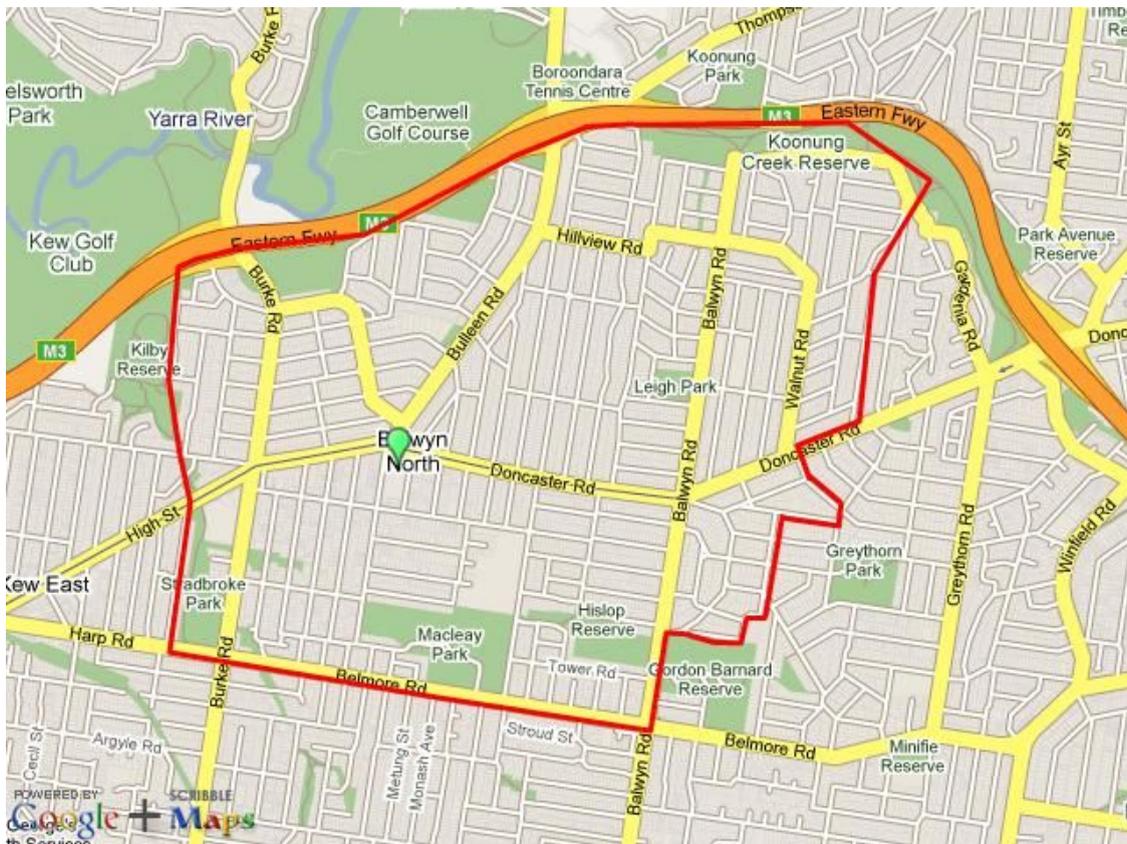




Table of Contents

Document Control	4
Document History	4
St Bede's Enrolment Policy	6
Eligibility	6
Enrolment Priorities	6
Enrolment Procedures	8
Offers of Places	10
Prep Transition Program	10



St Bede's Enrolment Policy

Eligibility

To be eligible for enrolment in prep, a child must have had his/her fifth birthday by April 30 in the year in which he/she commences school.

Applications for enrolments for years 1 to 6 can be made at any time.

Enrolment Priorities

Offers of enrolment are allocated using the following order of priority:

1. A child baptised in the Catholic Church whose family resides within the boundaries of the Parish of St Anne and St Bede and are considered Parishioners by the Parish Priest as evidenced by:
 - Formal registration with the Parish, and
 - Regular participation in Sunday worship, and
 - Inclusion/involvement on a Parish roster, and
 - Membership of Thanksgiving.
2. A child baptised in the Catholic Church whose family resides within the boundaries of St. Anne and St Bede's Parish.
3. A sibling of a current enrolment at St. Bede's Primary School whose family has demonstrated a strong commitment to the school and fulfilled its obligations.
4. A child baptised in the Catholic Church whose family resides outside the boundaries of the St Anne and St. Bede's Parish, but who are considered Parishioners by the Parish Priest as evidenced by:
 - Formal registration with the Parish, and
 - Regular participation in Sunday worship, and
 - Inclusion/involvement on a Parish roster, and
 - Membership of Thanksgiving.
5. A child baptised in a non-Catholic Eastern Church whose family resides within the boundaries of St. Bede's Parish.
6. A child baptised in a non-Catholic Eastern Church whose family resides outside the boundaries of St. Bede's Parish.



ST BEDE'S
SCHOOL

7. A child baptised in another Christian tradition whose family resides within the boundaries of St. Bede's Parish.
8. A child baptised in another Christian tradition whose family resides outside the boundaries of St. Bede's Parish.
9. A non-Christian child whose family resides within the boundaries of St. Bede's Parish.
10. A non-Christian child whose family resides outside the boundaries of St. Bede's Parish.

While bearing in mind the above priorities, the Parish Priest and the Principal may exercise discretion with enrolment applications for pastoral reasons.

Enrolment Procedures

1. Enrolment applications from parents/guardians for children to attend St. Bede's Primary School will be accepted up to two years prior to commencement.
2. Enrolment application forms are available from the school office or by emailing the Principal at principal@sbedesbn.catholic.edu.au.
3. The Application consists of:
 - Enrolment Form;
 - Supporting documents including:
 - Baptism Certificate;
 - Birth Certificate; and
 - Immunisation Schedule.
 - Agreement Form;
 - Parish Census.
4. Applications for prep enrolment are accepted by the School Office for consideration by the Principal and Parish Priest and should be received no later than by March 31 in the year preceding commencement. Consideration will be given to late enrolments.
5. In April/May of the year prior to commencement, the Principal will meet with all enrolled families. Applicants will be advised in writing of their allocated time for this interview.



Offers of Places

1. After the interview successful applicants will receive a Letter of Offer in the year preceding commencement. A complete application, with all supporting documentation, and a deposit of \$300 will be required for confirmation of enrolment (\$100 of this is a non-refundable fee; the remaining \$200 is deductible from the last term fees payable). This must be received no later than 14 days following the date of offer to secure the placement.
2. Following lodgement of a complete application and the payment of the deposit, parents will be given details about the St. Bede's Transition Program.

Prep Transition Program

The St Bede's Prep Transition Program aims to ensure that starting school is a positive experience for prep children and their families. It includes:

- An interview with the Principal; and
- A visit to the kindergarten or long day care centre by a teacher; and
- Orientation visits to the school by incoming prep children; and
- A Welcome Mass for prep children and families; and
- A *Transition Learning and Development Statement* (where parents and kindergarten teachers can share information about the child to assist in helping the child settle into school); and
- Information Sessions for the parents; and
- Parent/ Teacher Meetings at the beginning of the school year; and
- Buddy Program. Allocation of a Year 5/6 Buddy to each prep student.

St. Bede's Primary School Enrolment Policy is consistent with the CEOM Policy on Enrolment for Schools in the Archdiocese of Melbourne, and complies with all relevant State and Commonwealth legislation.

Policy Updated: 19 April 2018

Date of Review: June 2020

