

Rationale

"... Catholic schools are still central to the mission and work of the Catholic Diocese of Ballarat today and to the life quality of students and their families. Inspired and governed by the message and person of Jesus Christ, and committed to the physical, intellectual, social and spiritual development of each person, they provide education of the highest quality to their communities. In line with the self-understanding of the Church, they are welcoming to all who share their educational philosophy. "Through their distinctive educational style, Catholic schools make an irreplaceable contribution to the intellectual, ethical and spiritual wellbeing of their own community and of Australian society."

Awakenings Core Document, 2005, p.16

Definitions

"Catholic families" are defined as families in which at least one parent is a baptized Catholic, or in which the child being enrolled is a baptized Catholic.

Policy Statement

Catholic families living in the community of the Cathedral Parish will normally have the right to a place at Siena Catholic Primary School, providing there is a place available.

Siena Catholic Primary School is welcoming to those families who may not be Catholic but who share the understanding of a Catholic school as described in the rationale above.

Siena Catholic Primary School will cap the numbers in each class group at 24 unless there are exceptional circumstances. The decision to place more than 24 students in a class group will be at the discretion of the principal in consultation with the Canonical Administrator.

At Siena Catholic Primary School we believe that all children have the right to feel safe and to be safe. The wellbeing of our children will always be our first priority. We have zero tolerance for abuse of any kind and we make every endeavor to create a child safe and child friendly environment where children are safe and free to receive a quality education without any impediment to their safety or wellbeing.

Guidelines

- The Catholic Diocese of Ballarat upholds the right of all Catholic families wishing to enroll their children in a Catholic school will be offered a place
- The Catholic Education Commission of Victoria encourages all Catholic families to seek a place in a Catholic school for their children



- Students who are not from Catholic families will be considered for enrolment provided this does not result in the exclusion of Catholic families. All parents enrolling at Siena Catholic Primary School will be required to give an undertaking that they will respect the life, nature and identity of the school. All students at Siena are expected to participate fully in the life of our Catholic school
- Once enrolled, students at Siena have the right to complete their education at the school
- The principal will consult with the Canonical Administrator on all matters pertaining to enrolment
- Current State and Federal legislation states that the intellectual and physical capacity of a child is not a criterion of entry to the school
- By law, children in Victoria must be five years of age by the 30th April in their first year of schooling
- While it is important that parents appreciate their responsibility to pay such fees and levies as are determined at Siena Catholic Primary School, no child will be excluded from the school or school activities because of non-payment of such fees and levies.
- Siena Catholic Primary School works in collaboration with the other schools in our Cathedral Parish to determine enrolment offers based on the applicant's place of residence. Priority for enrolment at Siena will be given to applicants within the parish, residing west of Dyson Dive, west of the Ring Rd and south of the BallaratArarat railway line
- All prospective students will be expected to provide evidence of immunization and a copy of their birth certificate as part of the enrolment procedure
- During the process of enrolment parents will be interviewed and expected to disclose any factors which could impact on their child's learning needs
- Families who wish to transfer from another school will be given the same opportunities and follow the same guidelines as those who commence enrolment in their first year of schooling
- Siena Catholic Primary School reserves the right to expect that children transferring from another school will start at the beginning of a school term unless there are reasons why this is not possible, e.g. relocation of the family from another area

Procedures

1. Families seeking enrolment at Siena Catholic Primary School need to contact the school office by email – admin@slucas.catholic.edu.au
2. Enrolments for Foundation classes are opened in Term 1, and offers of a place are sent out in May. Successful applicants will be expected to participate in an Orientation program in Term 4.
3. Enrolments will be allocated in the following order of priority:
 - Baptised children of Catholic families who reside in the parish
 - Baptised children of Catholic families who do not reside in the parish but are recognised by the Canonical Administrator as parishioners
 - Baptised children of Catholic families from parishes where there is no Catholic school, e.g. Beaufort, Linton
 - Baptised children of Catholic families from other parishes who seek enrolment at Siena for pastoral reasons
 - Baptised children of other Christian faiths whose families reside in the parish



- Baptised children of other Christian faiths whose families do not reside in the parish
 - Children of families who reside in the parish and who are seeking a place at our school
 - Children of families who do not reside in the parish and who are seeking a place at our school
4. Siblings of children already enrolled in the school may be given priority
 5. All information gathered in the enrolment process will be maintained according to the relevant Privacy legislation
 6. Enrolment forms and accompanying documentation must be completed and provided to Siena for all children seeking enrolment
 7. Siena Catholic Primary School will provide parents with all relevant documentation related to fees and levies payable during the enrolment process
 8. A register of enrolments is maintained at the school
 9. Any concerns or complaints about the enrolment policy should be referred to the Catholic Education Office in Ballarat for advice
 10. Enrolment at Siena Catholic Primary School does not guarantee a place at any other Catholic school, primary or secondary.

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