Enrolment Policy

Rationale
Catholic Education is one means by which the Church fulfils its role in assisting people to embrace the fullness of life in Christ. It is based on an educational philosophy in which faith, culture and life are brought into harmony. The first priority of a Catholic school is the provision of a catholic education for Catholic students.

Principles
Our St Damian’s policy is:

- in accordance with CEOM Policy 2.4 - Enrolment for Schools in the Archdiocese of Melbourne
- open and welcoming to all Catholic children, regardless of their background and needs
- open to and welcoming to children of other Christian traditions and other faiths who seek what Catholic Education has to offer, providing that their enrolment does not exclude other Catholic students
- one that recognizes that parents are the first educators of their children, hence they have a responsibility to support the school in furthering their spiritual and academic life
- able to allow for pastoral discretion in enrolment decisions
- compliant with relevant Victorian and Australian Government legislation
- to maintain the financial expenses at a level that does not impose financial hardships.

Enrolment Process
The procedures are as follows:

- application for enrolment must be made on St Damian’s official enrolment form
- students must turn five years before April 30 of the year in which they commence school.
- confirmation of application for enrolment will be acknowledged in writing, following the lodgment of application
- new parents and existing parents are formally invited to be interviewed by the Parish Priest and Principal
- when a position is available an offer will be made in writing
- an orientation program is offered in Term Four

Priority Acceptance
Applicants will be accepted in the following order:

- siblings of students currently enrolled in the school
- Baptised Catholic students from within the Parish boundaries
- Baptised Catholic students from outside the Parish boundaries, who are recognized as Parishioners by the Parish
- Baptised Catholic students from outside the Parish boundaries
- Baptised members of any Eastern Church and who reside in the parish
- Baptised members of any Eastern Church who reside outside the parish
• Other Christian students who reside in the parish
• Other Christian students who reside outside the parish
• Non Christian students who reside in the parish
• Non Christian students who reside outside the parish
• Others who meet the requirements as set out in this policy or CEOM Policy 2.4

The Parish Priest, as leader of this Community of Faith, reserves the right to make the final decision about any enrolment question for this Parish School

**Additional Information**
For additional information not included in this policy refer to the CEOM Policy 2.4. St Damian’s Catholic Primary School adheres to this policy

**Evaluation**
This policy is monitored and evaluated on a regular basis.