

ST LAWRENCE OF BRINDISI CATHOLIC PRIMARY SCHOOL

31 WATERWAY BOULEVARD – OPENING 2022
WEIR VIEWS
MELTON SOUTH VIC 3338

Contact us:
www.slmeltonsth.catholic.edu.au
office@sameltonsth.catholic.edu.au

APPLICATION FOR ENROLMENT 2022

(Information on this form is strictly confidential)

ENROLMENT APPLICATION PROCEDURES

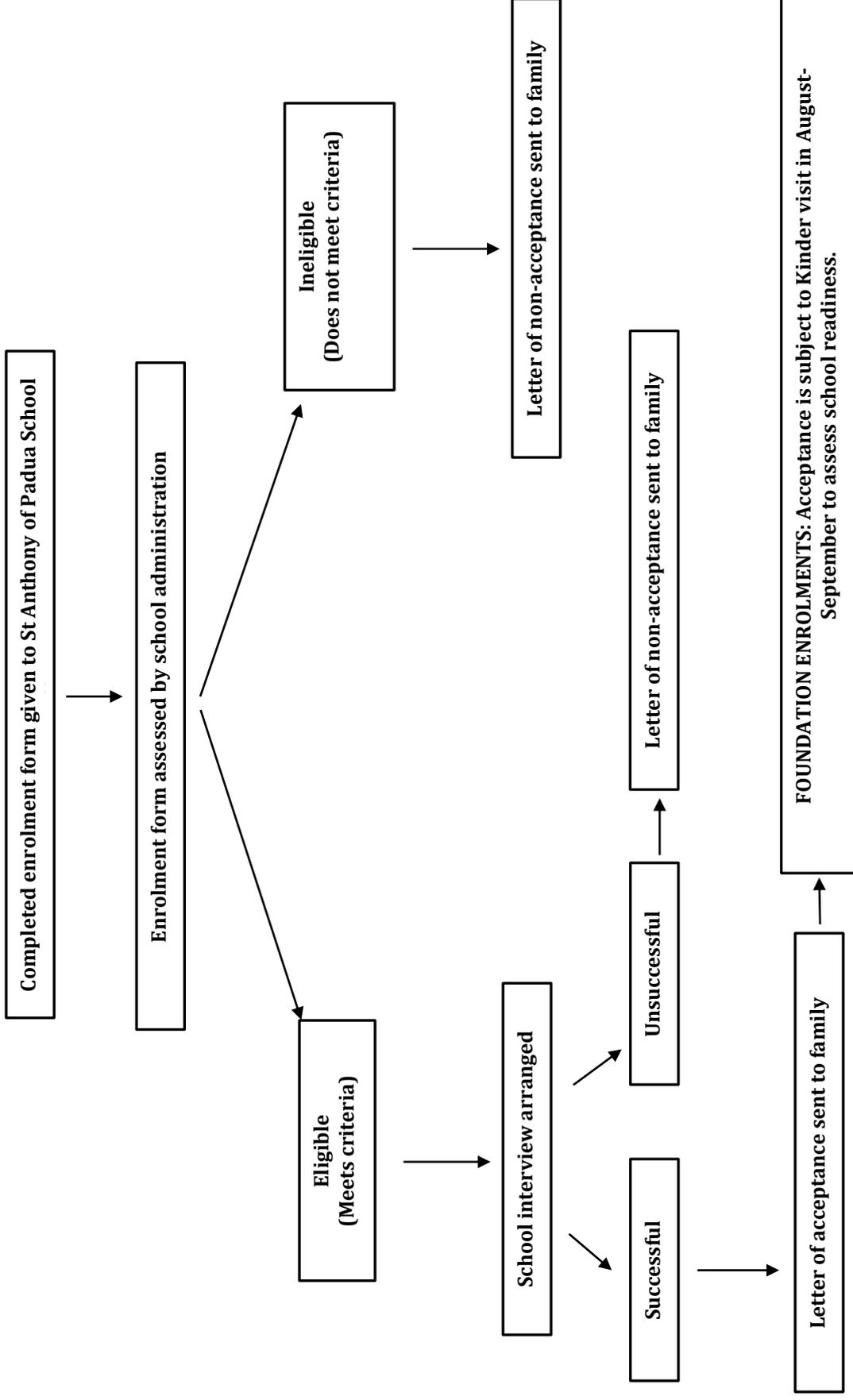
Please Note: Children who turn five before April 30th of the entry year, are eligible for enrolment.

1. Completed forms should be returned to St Anthony of Padua Primary School Office at Wilson Road, Melton South as soon as possible with Birth, Baptism and Immunisation Certificates and proof of residential address (rates notice, housing contract, rental agreement, etc.)
For year levels other than Prep/Foundation, the last school report is required.
2. Children need to be immunised prior to starting school. Children are required to have completed their infant course of vaccines, and the 4-5 year old school entry vaccination.
3. Please refer to the “Enrolment Process Flowchart” on the next page for details of our Enrolment Application Process
4. Zoning arrangements apply please refer to the map on the last page of this form. Please contact the St Anthony of Padua School Office on 8099 7800 if you require clarification prior to lodging your enrolment.

STUDENT DETAILS	
SURNAME:	DATE OF BIRTH:
FIRST NAME/S:	
PREFERRED FIRST NAME:	RELIGION:
COUNTRY OF BIRTH:	START YEAR:
GENDER: MALE / FEMALE / OTHER	STARTING GRADE:
STREET NUMBER AND NAME:	
SUBURB:	POSTCODE:

Office use only	Date received:	Birth certificate attached: Yes / No
	Enrolment date:	English as an Additional Language: Yes / No
	Start date:	House colour:
	Student/family code:	VSN:
	Immunisation history statement attached: Yes / No	Visa information attached (if relevant): Yes / No
	Proof of Residence attached Yes / No	

St Anthony of Padua & St Lawrence of Brindisi School Enrolment



PARENT A / GUARDIAN 1 DETAILS

RELATIONSHIP TO STUDENT:	
SURNAME:	DATE OF BIRTH:
FIRST NAME/S:	
PREFERRED FIRST NAME:	RELIGION:
COUNTRY OF BIRTH:	NATIONALITY:
FIRST LANGUAGE:	OTHER LANGUAGES:
EMAIL ADDRESS:	
MARITAL STATUS:	
MOBILE NUMBER:	BUSINESS PHONE:
STREET NUMBER AND NAME:	
SUBURB:	POSTCODE:
OCCUPATION CODE (please circle):	A B C D N
<i>Select from list of parental occupation groups in the School Family Occupation Index on the next 2 pages</i>	
OCCUPATION:	
HEALTH CARE CARD (CRN) NUMBER (if applicable):	
WHAT IS THE HIGHEST YEAR OF SCHOOL PARENT A/GUARDIAN 1 HAS COMPLETED? (please circle)	
Year 9 or below / Year 10 or equivalent / Year 11 or equivalent / Year 12 or equivalent	
WHAT IS THE HIGHEST QUALIFICATION PARENT A/GUARDIAN 1 HAS COMPLETED? (please circle)	
No post-school qualification / Certificate I to IV (Inc. trade cert) / Advanced diploma/diploma / Bachelor degree or above	

PARENT B / GUARDIAN 2 DETAILS

RELATIONSHIP TO STUDENT:	
SURNAME:	DATE OF BIRTH:
FIRST NAME/S:	
PREFERRED FIRST NAME:	RELIGION:
COUNTRY OF BIRTH:	NATIONALITY:
FIRST LANGUAGE:	OTHER LANGUAGES:
EMAIL ADDRESS:	
MARITAL STATUS:	
MOBILE NUMBER:	BUSINESS PHONE:
STREET NUMBER AND NAME:	
SUBURB:	POSTCODE:
OCCUPATION CODE (please circle):	A B C D N
<i>Select from list of parental occupation groups in the School Family Occupation Index on the next 2 pages</i>	
OCCUPATION:	
HEALTH CARE CARD (CRN) NUMBER (if applicable):	
WHAT IS THE HIGHEST YEAR OF SCHOOL PARENT B /GUARDIAN 2 HAS COMPLETED? (please circle)	
Year 9 or below / Year 10 or equivalent / Year 11 or equivalent / Year 12 or equivalent	
WHAT IS THE HIGHEST QUALIFICATION PARENT B /GUARDIAN 2 HAS COMPLETED? (please circle)	
No post-school qualification / Certificate I to IV (Inc. trade cert) / Advanced diploma/diploma / Bachelor degree or above	

Please circle A B C D or N on the previous page to best reflect your occupation

SCHOOL FAMILY OCCUPATION INDEX

PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

OCCUPATION GROUP A

SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations

Senior Executive/Manager/Department Head in industry, commerce, media or other large organisations

- **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration

- **Public service manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research/facility manager, police/fire services administrator]
- **Defence Forces commissioned officer**

Qualified professionals – generally have a degree or higher qualifications and experience in applying this knowledge to: design, develop or operate complex systems, identify, treat and advise on problems, teach others

Health, Education, Law, Social Welfare, Engineering, Science, Computing, Business, Air/sea transport professionals

- **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
- **Engineering** [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

OCCUPATION GROUP B

OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business owner/manager

- **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

Arts/media/sportspersons

- **Artist/writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

Associate professionals – generally have diploma/technical qualifications and provide support to managers and professionals

Health, Education, Law, Social Welfare, Engineering, Science, Computing, Business/administration

- **Medical, science, building, engineering, computer technician/associate professional**

GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter '**N**' into the 'occupation code' field on the enrolment form.

- **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, law clerk, court officer, bailiff]
- **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

OCCUPATION GROUP C

TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

Tradesmen/women – generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.

- **Trades** [e.g. electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

Clerks, skilled office, sales and service staff

- **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despacher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

OCCUPATION GROUP D

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

Drivers, mobile plant, production/processing machinery and other machinery operators

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

Hospitality, office staff

- **Sales staff** [e.g. sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker]
- **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

Labourers and related workers

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

FEES PAYER DETAILS

(please circle)	PARENT / GUARDIAN 1	PARENT / GUARDIAN 2	BOTH	OTHER
If other provide details below:				
NAME:				
EMAIL:				
MOBILE NUMBER:				
RELATIONSHIP TO STUDENT:				

EMERGENCY CONTACT 1 DETAILS

RELATIONSHIP TO STUDENT:	
SURNAME:	FIRST NAME:
MOBILE NUMBER:	GENDER:

EMERGENCY CONTACT 2 DETAILS

RELATIONSHIP TO STUDENT:	
SURNAME:	FIRST NAME:
MOBILE NUMBER:	GENDER:

SIBLINGS

NAME:	DATE OF BIRTH:
NAME:	DATE OF BIRTH:
NAME:	DATE OF BIRTH:

SACRAMENTAL INFORMATION

BAPTISM:	Yes / No	PARISH:	DATE:
RECONCILIATION:	Yes / No	PARISH:	DATE:
COMMUNION:	Yes / No	PARISH:	DATE:
CONFIRMATION:	Yes / No	PARISH:	DATE:

KINDERGARTEN OR PREVIOUS SCHOOL

PLEASE NOTE FOR ALL YEAR LEVELS OTHER THAN FOUNDATION THE LATEST SCHOOL REPORT IS REQUIRED

NAME:
SUBURB:

I/We give permission for the school to contact the previous school/preschool or kindergarten and to gather relevant reports and information to support educational planning:

No Yes

Mother/Guardian's Signature

Father/Guardian's Signature

GOVERNMENT REQUIRED STUDENT INFORMATION

COUNTRY OF BIRTH:	
NATIONALITY:	
CITIZENSHIP STATUS: (please circle) Australian Citizen / Permanent resident / Temporary Resident / Other	
Please Note: A copy of visa / citizenship / passport documents must be supplied to the school if the child/parents are born overseas	
DATE OF ARRIVAL IN AUSTRALIA (if applicable)	
MAIN/ FIRST LANGUAGE:	
OTHER LANGUAGES: (please list all)	
ABORIGINAL/ TORRES STRAIT ISLANDER:	YES / NO (please circle)

MEDICAL INFORMATION

DOCTOR'S NAME:			
STREET NUMBER AND NAME:			
SUBURB:	POSTCODE:	PHONE:	
MEDICARE NUMBER:	REF NUMBER:	EXPIRY:	
PRIVATE HEALTH INSURANCE:	YES / NO	FUND:	NUMBER:
AMBULANCE COVER:	YES / NO	NUMBER:	
MEDICAL CONDITION/S: <i>e.g. asthma, diabetes, allergies, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.</i>			
HAS THE STUDENT BEEN DIAGNOSED AS BEING AT RISK OF ANAPHYLAXIS?	YES / NO		
IF YES, DOES THE STUDENT HAVE AN EPIPEN OR ANAPEN?	YES / NO		

ADDITIONAL NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support? YES / NO					
Does your child present with: (please tick all that apply)					
autism (ASD)	<input type="checkbox"/>	behavioural concerns	<input type="checkbox"/>	hearing impairment	<input type="checkbox"/>
intellectual disability/ developmental delay	<input type="checkbox"/>	mental health issues	<input type="checkbox"/>	oral language/communication difficulties	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	acquired brain injury	<input type="checkbox"/>	vision impairment	<input type="checkbox"/>
giftedness	<input type="checkbox"/>	physical impairment	<input type="checkbox"/>	other condition (please specify)	<input type="checkbox"/>
Has your child ever seen a: (please tick all that apply)					
paediatrician	<input type="checkbox"/>	physiotherapist	<input type="checkbox"/>	audiologist	<input type="checkbox"/>
psychologist/counsellor	<input type="checkbox"/>	occupational therapist	<input type="checkbox"/>	speech pathologist	<input type="checkbox"/>
psychiatrist	<input type="checkbox"/>	continence nurse	<input type="checkbox"/>	other specialist (please specify)	<input type="checkbox"/>
<p>Please attach all relevant information/reports Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our school. It will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.</p>					

HOME CARE ARRANGEMENTS (circle any that apply):

LIVING WITH MOTHER & FATHER

OUT-OF-HOME CARE

SINGLE PARENT/ CARER OR GUARDIAN: MOTHER / FATHER / OTHER

KINSHIP CARE OTHER (if so provide details below)

SHARED PARENTING (if so provide details below)

COURT ORDERS OR PARENTING ORDERS (if applicable)

Are there any current court orders or parenting orders relating to the student? YES NO

If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.

Is there any other information you wish the school to be aware of?

PARENT/GUARDIAN NAME:		Date:
SIGNATURE:		
PARENT/GUARDIAN NAME:		Date:
SIGNATURE:		

Note: The Victorian Government provides the following guidance regarding admission requirements:*Consent*

The signature of:

- parent as defined in the *Family Law Act 1975*
Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
 - may be a relative or other carer
 - have day-to-day care of the student with the student regularly living with them
 - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

Note: Secondary students may complete parts of the form and co-sign.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website www.slmeltonsth.catholic.edu.au

Enrolment Policy

Principles

The St Lawrence of Brindisi Enrolment Policy is consistent with the Catholic Education Office Melbourne (CEOM) Policy 2.4 Enrolment for Schools in the Archdiocese of Melbourne.

Rationale

St Lawrence of Brindisi exists to promote and educate in the Catholic faith and to foster traditional ideals. At St Lawrence of Brindisi, participation in school life is seen as part of the experience of a Catholic community and this experience should be made available according to the placement criteria.

As the first educators of their children, parents are encouraged to enter into partnership with our school to promote and support their child's education. Parents have an obligation and a right to ensure an education consistent with their beliefs and values. St Anthony's strives for excellence in student learning, student wellbeing and spiritual growth.

As a Catholic primary school, we offer a broad and comprehensive curriculum with an authentic Catholic understanding of Christ and his teaching. Our Catholic school is an integral part of 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 children attending St Lawrence of Brindisi will be expected to participate in all rituals and faith traditions of our church.

This policy ensures compliance with the regulations of Victorian government legislation and complements the policies of the Catholic Archdiocese of Melbourne regarding fairness and access.

Aims

At St Lawrence of Brindisi we aim to;

- Provide an efficient process of enrolment that satisfies the needs of the Parish, the school, its families and students.
- Assist prospective families to understand the responsibilities associated with applying for and accepting an offer of enrolment at St Lawrence of Brindisi Catholic Primary School.
- Ensure that St Lawrence of Brindisi complies with the enrolment policy of the Archdiocese of Melbourne.

Definitions

Catholic Child - For the purpose of enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Catholic Baptism.

Catholic School - A Catholic school is one which operates with the consent of the diocesan bishop, where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Catchment Area for Schools - For the purpose of enrolment, the school catchment is the parish or group of parishes, as defined by Catholic Education Melbourne, 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 parishes with more than one primary school, the catchment for each school is determined by the parish in consultation with Catholic Education Melbourne.

Parish - For the purpose of enrolment, the parish is the local parish as defined by its geographical boundaries.

Implementation

1. Enrolment

- 1.1. You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, we may not be able to enrol your child.
- 1.2. To meet school and government requirements, you will need to provide the school with a completed enrolment form including, among other things, the information listed below.

☐ evidence of your child's date of birth, e.g. birth certificate, passport	☐ information about the language(s) your child speaks and/or hears at home
☐ religious denomination	☐ nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable

▯ names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians	▯ doctor's name and telephone number
▯ names of emergency contacts and their details	▯ information on additional learning needs (for example, whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
▯ specific residence arrangements	▯ parenting agreements or court orders, including any guardianship orders

1.3 After lodgement of this form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.

1.4 Subject to any special exercise of discretion by the parish priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic schools. The order of priority is:

- a) Siblings of children currently enrolled at the school
- b) Catholic children who are residents of the parish *
- c) Catholic children from other parishes (for pastoral reasons) – must have written letter from current Parish Priest
- d) children from non-Catholic Eastern churches who reside in the parish *
- e) children from non-Catholic Eastern churches who reside outside the parish *
- f) other Christian children who reside in the parish *
- g) other Christian children who reside outside the parish *
- h) non-Christian children who reside in the parish *
- i) non-Christian children who reside outside the parish. *

* Must reside within the St Lawrence of Brindisi School Catchment Area (Appendix A)

2. Fees

2.1 The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the principal of the school.

2.2 The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

3. Enrolment under minimum school entry age

3.1 Catholic Education Melbourne Enrolment for Schools Policy 2.4 is intended to ensure that, when enrolling students, Catholic schools are compliant with relevant Victorian and Australian government legislation. The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from Catholic Education Melbourne via the 'Application for Early Age Entry to School'.

3.2 Children that meet the minimum school entry age will also need to satisfy the school's requirements in relation to school readiness.

3.3 In the rare situations where:

- a) a parent/guardian seeks enrolment of a child under the minimum starting age
- b) the principal supports the enrolment of that child at the school

the approval of the Executive Director of Catholic Education Melbourne is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

4. Child safe environment

- 4.1. Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.
- 4.2. Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 4.3. Our school's child safe policies, codes of conduct and practices set out our school's commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.
- 4.4. Our school has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.
- 4.5. Our school has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.
- 4.6. Our school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.
- 4.7. Our school's child safety policies and procedures are readily available and accessible. Further details on the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:
 - 4.7.1. Catholic Education Commission of Victoria Ltd's child safety page www.cecv.catholic.edu.au/Our-Schools/Child-Safety
 - 4.7.2. Catholic Education Melbourne's child safety page www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx.

5. Terms of enrolment regarding acceptable behaviour

- 5.1. Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 5.2. Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:
 - 5.2.1. promote the values of honesty, fairness and respect for others
 - 5.2.2. acknowledge the worth of all members of the community and their right to work and learn in a positive environment
 - 5.2.3. maintain good order and harmony
 - 5.2.4. affirm cooperation as well as responsible independence in learning
 - 5.2.5. foster self-discipline and develop responsibility for one's own behaviour.

6. Terms of enrolment regarding conformity with principles of the Catholic faith

- 6.1 As a provider of Catholic education, the principal will consider the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our school. However, the school reserves the right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

7. Terms of enrolment regarding provision of accurate information

- 7.1 It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
- 7.2 Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 7.3 Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.
- 7.4 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

8. Enrolment for children with additional needs

- 8.1 The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:
 - a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma)
 - b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)
 - c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals
 - d) any limitations on the school's ability to provide the additional assistance requested.
- 8.2 The process for enrolling students with additional needs is otherwise the same as for enrolling any student.
- 8.3 As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:
 - a) the additional assistance remains necessary and/or appropriate to the child's needs
 - b) the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
 - c) it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

9. Assessment and updates

- 9.1 Various opportunities are provided to keep you up to date with your child's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss your child's development with their teacher. In addition, you can always contact the school to arrange a meeting if you have any concerns or wish to receive an update on progress.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website.

Terms & Conditions

1. Applications for enrolments for the current school year are subject to positions being available in the requested year level.
2. Applications for enrolments for the following year will open in March of the current year.
3. Closing dates for enrolments for the following year close mid-August. Actual timelines will be advertised in the new school year via the school newsletter, website and local papers.
4. The 'Enrolment Process Flowchart' (Appendix B) should be used as a point of reference for all families applying for a position at the school.
5. St Lawrence of Brindisi endeavours to contact families regarding successful and unsuccessful applications in a timely manner. Due to unforeseen circumstances, this timeframe may be extended or varied.
6. School readiness for Foundation will be determined by the School Enrolment Team.
7. Orientation program dates and times are communicated to families upon acceptance.

AGREEMENT

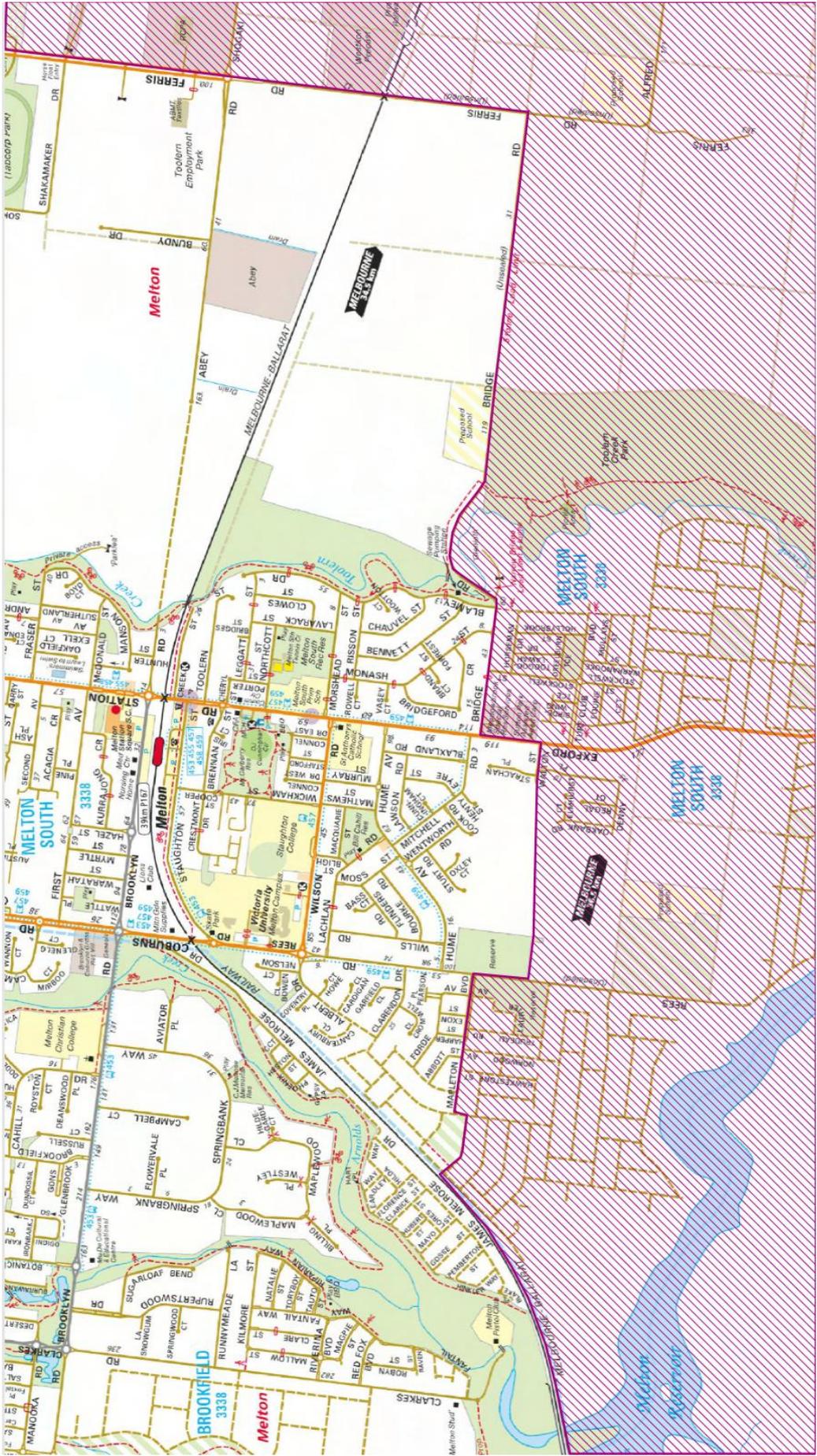
I acknowledge that I understand and accept the terms and conditions of enrolment as set out in the Explanatory Statement and, if enrolment is accepted, I agree that there are certain expectations, obligations and guarantees required of parents/guardians of the school's students, so that a harmonious relationship may be established:

- I will support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school
- I will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)
- I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as required upfront at the beginning of the school year or as per an agreed payment arrangement, or I will otherwise notify the school immediately if I am experiencing financial difficulties
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs)
- I will attend parent/teacher and information evenings which relate to my child
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal
- I will treat all members of the school community with respect as befits a Catholic school
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred
- As a parent/guardian, I understand that if this application is successful, I will support the vision of the school and parish. In accepting the enrolment, I agree to abide by all of the school's policies, procedures and protocols (Policies). These Policies are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support any academic/social/behavioural needs of my child. I agree to support my child's participation in the religious life of the school (e.g. school liturgies, Masses etc.). The consequence of not complying with the school's Policies may result in the termination of the enrolment.

I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

PARENT/GUARDIAN NAME:		Date:
SIGNATURE:		
PARENT/GUARDIAN NAME:		Date:
SIGNATURE:		

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St Lawrence catchment area