



OUR HOLY REDEEMER

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Principal
Frank Dame

Parish Priest
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Enrolment Policy

PREAMBLE:

Catholic education is based on an educational philosophy in which faith, culture and life are interwoven. The key to the existence of any Catholic School is its mission to proclaim the Gospel and to offer a formation based on the values to be found in Christian education. Supporting the ethos of the Catholic school, which offers a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching is at the forefront of the values lived by the entire school community.

RATIONALE:

Our Holy Redeemer Catholic Primary School is welcoming of all Catholic students, regardless of their background and needs, and exists to cater for a student's individual needs. Our Holy Redeemer extends assistance to children who are poor or disadvantaged or considered most at risk. The school welcomes children of other Christian traditions and other faiths who seek what Catholic education has to offer.

Parents, as the first educators of their children, enter into a partnership with Our Holy Redeemer to promote and support their child's education, in particular their education in faith. While the school promotes access to Catholic education through the local school enrolment policy, parents should also assume responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

Education in the Christian faith as lived within the Catholic tradition is one of the primary aspirations of the parish primary school. Our Christian values and educational objectives are reflected in the school Vision Statement.

PRINCIPLES:

1. The Enrolment Policy is based on the CEM (Catholic Education Melbourne) Guidelines
2. The Policy is endorsed by Our Holy Redeemer's Parish School Education Board
3. No Catholic child will be denied enrolment because of their parent's inability, as opposed to unwillingness, to pay school fees
4. Enrolment of Catholic students at a Catholic primary school does not guarantee a place at a Catholic secondary school
5. Enrolment of non-Catholic students at a Catholic primary school does not guarantee a place at a Catholic secondary school

REQUIREMENTS:

1. Children are eligible to start school in the year they turn five years of age by 30 April
2. A copy of the child's Birth Certificate, Baptismal Certificate and Health Immunisation Certificate must be provided with the Application for Enrolment Form
3. Catholic families seeking to enrol children from other parishes must present a letter of endorsement from their residential Parish Priest with their enrolment application

4. Non-Catholic families must include a letter with their application stating the reasons why they wish to enrol their child in a Catholic school

The following list provides an agreed order of priority for enrolment in Catholic primary schools in the Archdiocese of Melbourne.

The order of priority is:

1. Catholic children who are residents of the parish.
2. Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest.
3. Catholic children from other parishes (for pastoral reasons).
4. Children from non-Catholic Eastern churches who reside in the parish.
5. Children from non-Catholic Eastern churches who reside outside the parish.
6. Other Christian children who reside in the parish.
7. Other Christian children who reside outside the parish.
8. Non-Christian children who reside in the parish.
9. Non-Christian children who reside outside the parish.

Note: Siblings of children already enrolled in the school shall be given a priority.

PROCEDURES:

1. Foundation (Prep) enrolments are advertised through the school newsletter, parish newsletter, letters to families on Baptism Register, promotional real estate boards, local newspapers and on kindergarten and childcare centre notice boards
2. Enrolment applications for the following year must be lodged by midway through May
3. New families and existing families will be interviewed by the Principal and Parish Priest in the final two weeks of May
4. Following interviews, first round offers of a place will be sent out by 31 May
5. Acceptance of offers must be returned by the end of June
6. Families not successful will be sent a letter of non-acceptance and where relevant an offer to be placed on a waiting list pending enrolment vacancies
7. Change of surname from original birth certificate will only be accepted when appropriate legal documents are provided to the school

PREP INDUCTION & ORIENTATION PROGRAM:

1. Written reports from kindergartens and childcare centres are sent to Our Holy Redeemer for enrolled children to assist with a smooth transition to school
2. Teachers and/or the Principal visit kindergartens and childcare centres to observe and talk to the children enrolled. The visit provides an opportunity to meet the teachers and childcare workers concerned to gather any additional information required
3. A Parent Information Evening is offered in mid-November. Parents receive an information package on this night
4. Two Transition Afternoons and one Orientation Morning are offered to the incoming Prep children
5. The new Prep children are buddied with a student in the Senior School
6. Prep children are introduced to full-time school on a gradual basis over a transition period of six weeks
7. Individual Numeracy and Literacy Testing is conducted two days before the official commencement of school for the Prep children

PARENT RESPONSIBILITIES:

Parents/guardians are expected to make an explicit commitment to the following responsibilities:

1. Acknowledge that the school is a Catholic school in which:
 - a. Prayer and liturgy are vital aspects of religious life in the school
 - b. The pastoral care and support programs for students, families and staff are based

on the teachings of the Catholic Church

c. The teachings and values of the Catholic Church are paramount

2. Parents/guardians enrolling their children in a Catholic school should complete the school's Application for Enrolment form and return it by the due date. This does not guarantee enrolment in the school
3. Parents/guardians must be prepared to support the school in the Catholic education of their child and involve themselves as much as possible in the life of the school
4. Parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child. (Any difficulties in this regard should be discussed with the Principal)
5. Parents/guardians must advise the Principal of any Court Order(s) that may exist in regard to the child, or any changes to such Court Order(s) and provide a copy of the Court Order(s) and any subsequent changes for the child's school file
6. Parents/guardians must supply the school with a Birth, Baptism and Immunisation Certificate
7. NOTE: Current legislation requires that any parent/guardian volunteering to assist at Our Holy Redeemer in any capacity must be in possession of a Working with Children Check and sign off and adhere to the Child Safety Code of Conduct.