



## ENROLMENT POLICY

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| <b>Policy</b>           | Enrolment |
| <b>Version</b>          | 2         |
| <b>Date of Approval</b> | Aug 2024  |
| <b>Effective date</b>   | Aug 2024  |
| <b>Date for Review</b>  | July 2027 |
| <b>Policy Officer</b>   | EO        |

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| <b>Rationale</b>             | This policy outlines the philosophy underpinning Kildare Education Ministries' (KEM's) enrolment policy and the application of its principles of inclusion for KEM schools.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Principles and Values</b> | <p>KEM schools are grounded in the Judeo-Christian story; the life and mission of Jesus and the Church's growing awareness of its inclusive mission.</p> <p>KEM schools are a part of their local communities and as such service a diverse intake of students. An inclusive enrolment policy now, as in the past, is consistent with our Brigidine heritage, Kildare Ministries Vision, Mission and Values Statement, KEM's Vision Statement and the Living Justice, Living Peace Charter.</p> <p>KEM believes that enrolling students is an invitation to 'Come and see'; inviting and welcoming all to live with a particular set of values and in a specific faith culture.</p> <p>KEM brings a faith perspective to this work of education in the challenge to nurture young people.</p> <p>KEM aims to create a community of people where all are respected for their differences, abilities and varied stages of development.</p> <p>KEM's Catholic tradition permeates all student enrolment practices.</p> <p>All are welcome and inclusive practices are necessary to meet the additional learning needs, physical needs and life needs of all students.</p> <p>Consistent with our values of compassion and hospitality, we welcome parents who wish to enrol a child with additional learning needs and explore available options to fully understand and accommodate the child's needs. The procedure for enrolling students with additional learning needs is the same as that for enrolling any student.</p> <p>KEM schools communicate with the schools that enrolling students currently attend to aid coordination and information flow, to enable the child's needs to be met. When considering the enrolment of a child with additional learning needs, we comply with the relevant Australian and state government legislation.</p> <p>Respect for individual faith traditions requires open dialogue to explore an understanding of faith for all where growth and well-being are critical.</p> |

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|             | <p>Parents and families are the first educators of their children and it is essential to develop a partnership to ensure mutual trust, respect and responsibility. This should be a collaborative process.</p> <p>All KEM schools are open to all families. Financial support is given to those in need.</p> <p>KEM offers families and students quality education that enables students to learn and grow in understanding of themselves in order to contribute to the wider community.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Audience    | <p>The audience for this document is the Board and Secretariat of KEM, Principals, Stewardship Councils, and employees of KEM schools, and families seeking enrolment in a KEM school.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Definitions | <p><b>Parent/s</b> here can be taken to include family/ies, parents, guardians and carers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Procedures  | <p>All KEM Principals are required to develop a school-based enrolment policy that reflects KEM's Enrolment Policy and the Living Justice Living Peace Charter.</p> <p>Each school will develop processes to engage personally with prospective students and their families.</p> <p>Enrolment criteria needs to be flexible in addressing the current realities of each school community. Each enrolment will be considered individually and not respond to a set of strict hierarchical criteria. Consideration may need to be given to agreements with nearby schools.</p> <p>Information relevant to each student will be collected through a formal enrolment document that assists schools to meet their Duty of Care and to satisfy government requirements including the Disability and Discrimination Act.</p> <p>Consistent with our values of compassion and hospitality, we welcome parents who wish to enrol a child with additional learning needs and explore available options to fully understand and accommodate the child's needs. The procedure for enrolling students with additional learning needs is the same as that for enrolling any student.</p> <p>KEM schools collaborate with local primary schools to aid coordination and information flow, to enable the child's needs to be met. When considering the enrolment of a child with additional learning needs, we comply with the relevant Australian and Victorian government legislation</p> <p>All KEM schools will refer to guidelines and regulations determined by system and state authorities. (MACS, VRQA, CESA, OHS)</p> <p>All schools will engage with their school community to inform and promote the KEM enrolment approach.</p> |

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|                                              | Schools communicate specific application procedures to prospective parents/guardians/carers, including eligibility criteria, documents required, any application fees and when and how the outcome will be communicated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Responsibilities & Communication Obligations | <p>This policy and its implications should be publicly communicated by Principals and understood by all staff.</p> <p>Parents seeking enrolment for their children should be fully informed about this policy and its implications.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Breaches of this policy                      | Breaches of this policy may be addressed by further education or, where judged necessary, corrective or disciplinary action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Appendices                                   | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Related Policies and Procedures              | <ul style="list-style-type: none"> <li>• <a href="#">KEM Religious Education Policy</a></li> <li>• <a href="#">KEM Promotion of Student Wellbeing Policy</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Resources                                    | <p><b>National</b></p> <ul style="list-style-type: none"> <li>• <a href="#">KEM Founding Values and Principles Document</a></li> <li>• <a href="#">The Religious Dimension of Education in a Catholic School</a> (1988) #6</li> <li>• <a href="#">Kildare Ministries' Values, Vision and Mission Statement</a></li> <li>• <a href="#">Kildare Education Ministries' Mission Statement</a></li> <li>• <a href="#">Living Justice Living Peace Charter</a></li> </ul> <p><b>South Australia</b></p> <ul style="list-style-type: none"> <li>• South Australian Commission for Catholic Schools (SACCS) Enrolment Policy</li> </ul> <p><b>Victoria</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Enrolment Policy for KEM Schools Melbourne Archdiocese Catholic Schools (MACS) Policy 2.4 Enrolment for Schools in the Archdiocese of Melbourne</a></li> <li>• <a href="#">Secondary Schools – Protocols Relating to the Implementation of the Enrolment Policy in the Archdiocese of Melbourne CEM POLICY 2.4</a></li> </ul> |