



CHRIST THE KING PRIMARY SCHOOL, BRAYBROOK

ENROLMENT POLICY

Preamble

Christ the King Primary School was established in 1955. Christ the King is a co-educational Catholic school community that strives to provide its students with a holistic education in an environment formed by the Gospel and values of Jesus Christ. At Christ the King we believe that once a child becomes a member of the Catholic Church through Baptism, they should be given the opportunity to be educated as a Catholic. Where possible, this formation is given through Catholic schooling, in partnership with parents and based on the teachings of Jesus Christ.

Enrolment Policy Foundations

The Christ the King Primary School enrolment policy is founded on the principle that all Catholic children in Christ the King Parish of Braybrook should be given the opportunity to be educated at our parish school. The order or priority for enrolment at Christ the King reflects this overriding aim. Although Christ the King caters primarily for Catholic children residing within the boundaries of Christ the King Parish, every endeavour is made to accommodate all applicants for enrolment. The demand for Prep places will vary from year-to-year, depending on the number of siblings and Parish/Catholic children applications. We work closely with other Catholic primary schools in the area to ensure equity and access for all families.

Enrolment Policy Principles

Catholic Education Melbourne (CEM) provides guidance on the enrolment policies for Catholic primary schools in Melbourne ([Policy 2.4](#)). In formulating the enrolment policy for Christ the King Primary School, Braybrook, the school has adopted the CEM principles and procedures as the basis for its enrolment policy.

The following list provides an agreed order of priority for enrolment in Catholic primary schools in the Archdiocese. Siblings of children already enrolled at Christ the King will be given priority.

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. Other Christian children who reside in the parish.
6. Children from non-Catholic Eastern churches who reside outside 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.

Expectations

Families who enrol in Christ the King are expected to support the values, policies and programs of the school. They are also required to pay the required fees and levies. If families are unable to pay due to financial hardship, they are asked to come and see the Principal to negotiate a payment plan or discount.

Procedures for Enrolment

The enrolment process is undertaken annually in the year before a child is due to start school. Applications for enrolment will be advertised in March of each year via the School Newsletter, Parish Newsletter and all local kindergartens.

'Application for Enrolment' forms can be collected from the school office or downloaded from the school website.

Application for Enrolment forms should be accompanied by:

1. Birth Certificate;
2. Baptismal Certificate and certificates from other Sacraments received;
3. Immunisation Certificate;
4. Proof of family's residential address (telephone, electricity bill, etc.)
5. VISA/passport information if newly arrived in Australia

Round 1 applications typically close in May of the year prior to attendance. Interviews with the Principal take place during Term 2.

Families will be notified via a letter of their acceptance/non-acceptance after the interview with the Principal. Families who do not receive a place in the first round, will be offered a position on a waiting list.

Families are requested to accept the offer, by phone or in writing, as soon as possible after receiving the letter.

Applications received after the closing date will be processed after first round offers have been made.

Process for enrolment when a vacancy occurs

If and when a vacancy occurs, families on the waiting list will be contacted and interviews will be conducted with each family. An offer will be given to those families according to the criteria for enrolment.

School entry age

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 30th April in the year of starting school.

Enrolment of children with additional learning needs

Christ the King Primary School welcomes parents who wish to enrol a child with additional learning needs and will do everything possible to accommodate the child's needs. The process for enrolling students with special needs is the same as for enrolling any student, and will conform to the CEOM's recommended enrolment process outlined in its enrolment policy 2.4.

It is very important that during the enrolment process, parents provide as much information as possible about their child and their additional needs. This will assist us in working in partnership with you to provide the best learning outcomes for your child.