St. Patrick’s Primary School Enrolment Policy and Procedure information is available on our school website for all parents requesting a placement in our school.

Policy Statement

Ballarat Diocesan Catholic Schools and Colleges embrace the mission of the Church by welcoming the enrolment of all students and families who want to experience our hospitality.

Applications for enrolment at St. Patrick’s Primary School means that you are choosing a Catholic Education, which requires a commitment to support the vision, aims and policies of the St. Patrick’s Primary School and a willingness to co-operate in their implementation. Applicants do not need to be Catholic.

2023 Foundation Enrolments

Enrolments for 2023 Foundation students will open on Monday 16th May and close on Friday 24th June 2022.

Our Discovery Tour and Enrolment Information session details are listed below. You can book in via the Enrolment / Discovery Tour Registration page on our website. [www.spportfairy.catholic.edu.au](http://www.spportfairy.catholic.edu.au)

Our Discovery Tours will be held on:

* Tuesday May 24 from 9.00am – 10.00am followed by an information session in the Foundation classroom at 10.00am. These sessions are aimed at Parents.

Future Year Foundation Enrolments

At St. Patrick's, enrolments are not taken for Foundation students in advance (i.e. 2024 onwards).  If you would like to receive any information you can complete the enrolment enquiry form, indicating the start year, and we can then email you an information prospectus.

Enrolment Agreement and Policy

[Enrolment Form Explanatory Statement](2.2%20DOBCEL%20Enrolment%20Form%20Explanatory%20Statement%20(1).docx)

[Enrolment Policy](2.2%20DOBCEL%20Enrolment%20Policy%20Procedures%20and%20Appendicces%20(1).docx)

Eligibility

Who Can Apply for Enrolment?

Catholic schools are open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling. While there is an invitation to all, the practicalities of being able to accommodate enrolments beyond current physical facilities may be limited by available resources.

Early Age

1. By law, children must have turned five by the 30th of April in their Foundation year of schooling.
2. Enrolment of Children under the minimum school starting age is not recommended and special permission must be obtained from the Director of Catholic Education Ballarat.

Enrolment Process

1. Applications for enrolment are called for.
2. An Application for Enrolment is made through St. Patrick’s Primary School website.
3. Enrolment is offered via an Enrolment Acceptance Letter at the end of term 2.
4. Parents/Guardians of children beginning school the following year will be invited to an information meeting in term 3.
5. Parents and children will attend a personalised transition interview with the Principal at the beginning of term 4.
6. Foundation students will participate in Transition Visits and an Orientation Day prior to commencing at St. Patrick’s Primary School.

Students transferring from another School

When a student transfers from another school an official transfer form is required.

Copies of the student’s Birth Certificate, Baptismal Certificate, Immunisation Certificate, and copies of Reports are required when completing an application for enrolment on our school website.

If transferring from another local school, the Principal of that school must be consulted about the transfer by the parent or the Principal of St. Patrick’s Primary School prior to completing enrolment.

If you would like to discuss this process please contact our Office Administrator via email at

[jmoloney@spportfairy.catholic.edu.au](mailto:jmoloney@spportfairy.catholic.edu.au) or call 55 681371

Definition

Catholic child - a child in which he/she has been baptised Catholic.  A baptism certificate is required at enrolment (if applicable).

Baptism certificate – record of Baptism from any religious denomination.

School Readiness

Starting school is a big step for children to make. At St. Patrick’s families and students are assisted in this transition through the provision of Enrolment tours, Enrolment interviews, Parent Information sessions, School familiarisation visits and an Orientation Day.

If parents have any questions about their child’s readiness for school please refer to the [Australian Government’s information about School Readiness](https://www.learningpotential.gov.au/school-readiness-how-to-know-if-your-little-one-is-ready-for-big-school) and discuss their child’s readiness with their Kindergarten teacher.

Parents are welcome to contact the School office to make an appointment with the Principal to discuss any special needs or requirements for their child.