1. Rationale
St Margaret Mary’s Primary School is owned and operated by the Parish of St Margaret Mary’s Spotswood. It is under the direct authority of the Parish Priest. The purpose of the school is to provide a Catholic education for the Catholic children of the parish in partnership with and supported by their parents. Catholic education is based on an educational philosophy in which faith, culture and life are brought into harmony.

As a Catholic school, we celebrate Christ as the centre of our lives; calling us to be life-giving by the way we live the Gospel in our time inspiring us to meet our Vision.

2. Aims
The following guidelines have been put in place regarding enrolment, to ensure that the Catholicity of St Margaret Mary’s Primary School is maintained. This policy is underpinned by the stated enrolment policy of the Catholic Archdiocese of Melbourne (CEOM 2.4).

3. Implementation
In accepting enrolment of their child at St Margaret Mary’s Primary School, all parents/ guardians agree to the expectations and ethos of the Parish Primary School. To qualify for prep enrolment, children must turn 5 years of age by April 30 in the year they enter school.

A fee of $100 is payable upon application. This fee will be deducted from the first year’s school fees. If the application is unsuccessful the $100 fee will be refunded. Should the application be withdrawn or an offer of enrolment declined the fee is non-refundable.

Applications for enrolment of children at St Margaret Mary’s Primary School will be granted in the following order of precedence:

- Children with siblings already in the school.
- Baptised Catholic students within St Margaret Mary’s Parish.
- Baptised Catholic children outside the parish with valid reasons for enrolment at the school. This is to be at the discretion of the Parish Priest and Principal.
- Baptised Non-Catholic children within the Parish.
- Baptised Non-Catholic children outside the Parish.
- Non-Christian children.

Applications close on the 31st of May, applications received after this date will be placed on a waiting list if a position is not available.
In offering a place to any family, they must agree to support and uphold the Catholic teachings of the school. Birth and Baptism Certificates and a Certificate of Immunisation must be presented before an enrolment can proceed.

Payment of all Fees and Levies are expected. However, no family will be discouraged from applying for enrolment because of financial constraints. Families that encounter hardship whilst enrolled at the school are invited to meet with the Principal or delegate to discuss their needs. The school will always endeavour to support those families who are genuine in their requests.

4. Review
This document shall be reviewed within three years of the date of issue.

This Policy was approved by the School Advisory Board May 2012