



Rationale

Mother Teresa Catholic Primary School is a Catholic Faith community living Christian values within a wider community. Mother Teresa enrolls Catholic children and non-Catholic children whose parents and children value and support the mission of Catholic Education and Mother Teresa Catholic Primary School.

Commitment to Child Safety

All students enrolled, and any child visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be our priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full extent without any concern for their safety.

Children's rights to safety and participation

The staff and volunteers of Mother Teresa's encourage students to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all students to openly express their views and feel comfortable about giving a voice to the things that are important to them.

Valuing diversity and inclusion

We value and celebrate diversity, especially cultural diversity, and we do not tolerate discriminatory practices. To achieve this, we promote the:

- cultural safety, participation and empowerment of Aboriginal students and their families
- cultural safety, participation, and empowerment from culturally and/or linguistically diverse backgrounds (CALD) and their families
- personal safety, participation, and empowerment of students with a disability and make them feel welcome and part of all aspects of school life

Eligibility

As outlined in the NT Education Act July 2016, all children between the ages of 6 and 17 years must be enrolled in school or distance education, approved home education or participating in an eligible option.

All students are eligible to enrol provided they:

- a) have Australian citizenship or hold a relevant visa
- b) have not been expelled by the Minister
- c) meet the pre-compulsory school age entry requirements for Transition (refer * below)
- d) are of compulsory school age (between the ages of 6 and 17 years). Children turning 6 by 30 June of the year they are enrolled are at compulsory school age

*Children of eligible age attend a full-time Transition Year of education before starting Year 1. Children must turn five on or before the 30th June in the year they are enrolled in Transition.

Procedure

Mother Teresa accepts enrolment applications from families two years prior to commencement of school. Enrolment applications and relevant documentation must be completed and returned to school prior to the enrolment interview. Enrolment applications must be accompanied by the fee of \$100.00/family which is non-refundable. The enrolment fee is deducted from the first term's fees.

The Mother Teresa Catholic Primary School enrolment policy takes into consideration and is guided by the Catholic Education Northern Territory enrolment policy (Appendix 1).



All Catholic children living in the parish may be given the opportunity to enrol at Mother Teresa Catholic Primary School. An application for enrolment must be completed for each child to be enrolled. *Enrolment does not automatically follow as a result of an application.* As there are limits to class sizes, children may have to be placed on a waiting list. Preference may be given to those children:

- whose parents practise the Catholic Faith in the parish
- who have other family members in the school or the local Catholic Secondary
- whose parents practice the Catholic Faith in another parish
- whose parents are baptised Catholic
- who are non-Catholic and have other family members in the school
- who are non-Catholics in the parish practising their faith

Enrolments from outside the parish will be considered for pastoral reasons at the discretion of the Principal. In assessing these applications, they will take into account the effect on neighbouring Catholic schools.

When reviewing an application for a child with special needs the school will take into consideration the Disability Standards For Education 2005, the Disability Standards for Education 2005 – Guidance Notes and the Students with Disability Policy CE4000 from the Catholic Education Office NT.

Enrolment is subject to an interview with the Principal or Deputy Principal or Assistant Principal Religious Education. Original birth and baptism certificates are required at the interview along with immunisation records.

Families with children not born in Australia, are required to provide passport and visa documents. Mother Teresa Catholic Primary School follows NT Catholic Education and NT Department of Education guidelines with regard to enrolling overseas students.

Support of the school

If the application is accepted, it is understood that parents will comply with the spirit of the school's Mission Statement by:

- supporting and encouraging Gospel values and the standards or behaviour that those imply
- understanding and supporting school goals and programme
- accepting and modelling the school's Parent Charter (Appendix 2)
- accepting and supporting school behaviour management policies and procedures and all other school policies and procedures
- co-operating with regulations set down from time to time by the school administration. Such regulations are designed to ensure the safety of all and the efficient management of school facilities
- working in partnership with staff
- accepting that children who attend Mother Teresa will partake fully in every aspect of the school program including Religious Education program
- accepting the responsibility to be active members of the school community; to pay fees and school levies set annually in consultation with the School Board and listed in the Information Handbook for families. Families with low incomes are welcome to discuss accounts available with the Principal. No applicant will be excluded because of inability to pay full fees
- maintaining regular communication with the school and recognise that this may require them to attend meetings onsite



- contributing to fundraising, working bees and the social development of the School Community
- participating in the form of teacher interviews, class meetings, sacramental programmes and various classroom involvement
- ensuring children wear appropriate and correct school uniform each day and arrive promptly to school each morning
- assisting wherever possible and supporting the activities and fund-raising efforts of the Parents & Friends Association

Enrolment in Mother Teresa Catholic primary school does not guarantee an automatic admission to a Catholic secondary school. It is advisable to enrol children at a secondary school at the same time as enrolling them at a Catholic primary.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle or as required.

This policy will be published on the Mother Teresa Catholic Primary School website.

<https://www.mtcpsnt.catholic.edu.au/>

Review/Ratification

Year of review	Reviewed by...	
14 / 09 / 2023	School Board	<i>Ratified By Catholic Education Office 2018 Revisions Ratified By Catholic Education Office 2023</i>

Next Review: 2026

Appendix 1



Mother Teresa

CATHOLIC PRIMARY SCHOOL



Enrolment Policy

The local Catholic school enrolment policy should be based on the following principles:

- All parents will give a firm undertaking that they will accept and support the life, nature and identity of the Catholic school, including the participation of their children in religious education programs.
- No child is to be denied Catholic schooling simply because of an inability, as against unwillingness, to pay tuition fees and other charges.
- The Church has a particular mission to those children in greatest economic need and special assistance and consideration should be given to them.

Priorities

Priority of access is given to Catholic children who are members of the designated local parish communities.

Catholic children from other parishes who cannot obtain places in their own parish schools have a high priority where it is possible to accommodate them.

Enrolment of siblings of children already attending the school should be given special consideration.

Children of other Christian families may be enrolled after the above priorities for access have been taken into account. Historically, the diocese has given priority to children from Greek Orthodox families. Parents of these children should indicate that they support the involvement of their children in their own faith communities.

Children of non-Christian families may also be enrolled in a Catholic school in keeping with the above principles.

Enrolment Procedures

It is generally desirable for schools to adopt a cut-off enrolment date whereby children commencing in Transition should be five (5) years of age by 30 June of the year of enrolment.

All parents enrolling their children in a Catholic school must complete the official enrolment form and return it by the due date.

Parents must be prepared to abide by the provisions of that form, especially as regards the support they will give the school in the Catholic education of their children.



Mother Teresa

CATHOLIC PRIMARY SCHOOL

Enrolment of Students with Disabilities

Principals must refer to the Catholic Education Students with Disabilities Policy which can be sourced from the Catholic Education website. This Policy covers the enrolment of students with disabilities before responding to and processing enrolment applications from students with disabilities who seek to be integrated into regular classes within the school.

The Policy Statement requires the Catholic Education Office to arrange an assessment of the prospective student before the enrolment process is concluded. The final decision on an enrolment of such students rests with the Director.

Enrolment records

The Principal shall keep and maintain an enrolment register showing the name, date of birth, name and address of parents/guardian/care giver, date of enrolment, and date of leaving the school

Overseas or international students

Principals need to check the visa conditions of parents from overseas countries who seek to enroll their children. The Commonwealth Government allows relatively few such families the right to enroll their children in regular schooling. No overseas student without an appropriate visa can be enrolled at a Catholic school.

Schools who are registered can enroll full fee-paying overseas students. Principals are asked to consult the Catholic Education Office should they wish to register.



Appendix 2

Parent Charter

The purpose of this Charter is to outline the foundations of the relationship between Mother Teresa Catholic Primary School and parents, the principles for appropriate communication between Mother Teresa Catholic Primary and parents, and procedures applying in the case of breaches of this Charter by parents.

Mother Teresa Catholic Primary School Parent Charter

At Baptism, the Catholic Church makes the commitment to support parents in their role as the primary educators of their child. When children go to school, parents share their educational responsibility with the teachers, staff, and parish priest/s of their local Catholic school community.

The partnership between parents and their school community is based on a spirituality of communion, which sits at the heart of every Catholic school. At Mother Teresa Catholic Primary School parents are recognised for the primary role they play in their child's faith formation, learning and well-being.

In choosing Mother Teresa Catholic Primary School, parents enter into a partnership with the school where the responsibility of their child's education is shared between them, as the primary educator of their child, and their school community to achieve the best possible outcomes for each student. This partnership takes place in an environment of open, respectful and two-way communication where the expectations for the partnership are understood by everyone.

Parents can expect that Mother Teresa Catholic Primary School will:

- offer a loving, faith filled environment where each student comes to know the person of Jesus Christ
- be a place where each student can learn and feel safe
- treat every member of the school community with courtesy, respect, trust and a spirit of collaboration in accordance with the ethos and values of the Catholic Church
- collaborate with parents in decisions that affect their child's faith formation, learning or (and) wellbeing
- provide timely and accurate information about their child's progress
- enable parents to ask questions and speak to their child's teacher or member of the local school leadership team at a mutually convenient time
- allow any concern or complaint to be heard
- support children with Special needs through Inclusion Support programs

Mother Teresa Catholic Primary School can expect that Parents in their community will:

- model responsible and respectful behaviour within the school community in both the real and digital worlds
- respect teachers and staff for their professional skills and competence in educating students in the context of Gospel teachings
- treat each member of the school community with courtesy and respect
- listen, talk collaboratively and share relevant information with teachers and school staff to understand and resolve any issues, misunderstandings or concerns
- respect the privacy of every member of the school community



- uphold the school rules and guidelines that are in place for the well-being and effective learning of students
- contribute to a safe school community where intimidation, bullying or harassment are not tolerated
- adhere to the commitment made at the time of enrolment, including the prompt payment of school fees

Communicating with Mother Teresa Catholic Primary School

Mother Teresa Catholic Primary School strives to be a welcoming community of faith, hope and love, where communication takes place in an environment of openness, trust, mutual respect and in the interests of all students.

Mother Teresa Catholic Primary School provides many opportunities to communicate and meet with parents through regular school newsletters and formal meetings, such as Parent teacher meetings and Learning and information nights.

It is natural that there will be additional times that parents will need to speak with their child's teacher or members of the school leadership team to discuss and resolve issues, misunderstandings, or concerns. For everyone's wellbeing, these matters should be carried out in the spirit of this Parent Charter.

As a welcoming and inclusive community, Mother Teresa Catholic Primary School encourages two-way communication with parents. For respectful and meaningful communication, parents are requested to observe a number of guidelines when communicating with Mother Teresa Catholic Primary School:

- Teachers are the first point of contact. Parents should refrain from seeking clarification from other students or parents about issues concerning their child. Parents are asked to make an appointment to meet with the appropriate teacher so these issues can be discussed constructively. This teacher can then address the matter appropriately with the relevant staff and/or students.
- If the appropriate teacher cannot resolve the issue or concern, members of the Mother Teresa Catholic Primary School leadership team are also available to talk with parents. Parents are asked to make an appointment to meet at a mutually convenient time.

Please be patient:

Schools are busy places where the main priority of each staff member is to provide a high-quality Catholic Education to each student. Phone calls, emails, or requests by parents for information or meetings will be responded to as soon as possible.

There will be times when parents disagree with a school decision or process. These matters are best addressed within a framework of dignity, respect and truth. In the rare circumstances where there are consistent and or proven breaches by a parent or parents of this Parent Charter, as determined by the Principal, and, where necessary, in consultation with the Catholic Education Northern Territory (CENT) Principal Advisor, Mother Teresa Catholic Primary School has the right to implement certain actions, which may include:

- an informal meeting between the parent/s with the Principal or member of Mother Teresa Catholic Primary School leadership team to clarify the expectations outlined in the Parent Charter
- a formal meeting between the parent/s and with the Principal and/or a member of the Mother Teresa Catholic Primary School leadership team



- a formal escalation of the matter to the CENT where parents may be required to meet with staff and/or independent consultants. (CENT CE 2001 Investigating Complaints Procedure.)
- exclusion of a parent from the school in exceptional circumstances.
- in the case of unlawful or aggressive behaviour, bullying or intimidation of school staff, the matter may be referred to the NT Police or other appropriate agencies.

Acknowledgement:

- Parent Charter for Sydney Catholic School Published October 2015
- CENT CE 2001 Investigating Complaints Procedure
- CENT CEC/Ref no 230 Procedure for dealing with allegations of misconduct against employees in Schools
- St Paul's Catholic Primary School. Cnr Trower Road & Francis Street Nightcliff

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Mother Teresa Catholic Primary School strives to have a community based on mutual respect that places the needs of the child at the centre for everyone involved.