We at Our Lady Help of Christians School strive to meet the needs of all the children enrolled at our school.

CRITERIA

1. In order to preserve the Catholic character of the school, priority of enrolment will always be given to Catholic children of families resident within the Parish.

2. Catholic children who reside outside the Parish boundaries, may be enrolled at the discretion of the appropriate Parish authorities. An agreement has been reached with our neighbouring parishes that requires non-resident families to meet with the principal of the school in their parish of residence and have a letter signed to confirm that meeting.

The current OLHC parish boundaries are defined as:
- To the West, Fitzsimons Lane, Bolton Street, Ryans Road to Allendale Road
- To the North, Allendale Road to Reynolds Roads, Donaldson Road and New Road
- To the East, from New Road to Reynolds Road to the Yarra River, Research-Warrandyte Road to the Yarra River
- To the South, Yarra River as a boundary back to Fitzsimons Lane

3. Non-Catholic children may be enrolled at the discretion of the appropriate Parish authorities, and only when their enrolment would not exclude Catholic children

4. All parents are required to give an undertaking that the nature, life and specific identity of the school will be respected.

5. In order to best cater for the children, it is important that parents be honest and supply appropriate documentation about their children’s needs.

6. The school reserves the right to set limits on class sizes.

7. Acceptance into Parish primary school does not confer any right of admission into a Catholic Secondary School.
ENROLMENT PRIORITIES

The following list provides an agreed order of priority for enrolment in Catholic primary schools in the Archdiocese.

The order of priority is:

1. Siblings of children already enrolled in the school.
2. Catholic children who are residents of the parish.
3. Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest.
4. Catholic children from other parishes (for pastoral reasons).
5. Children from non-Catholic Eastern churches who reside in the parish.
6. Children from non-Catholic Eastern churches who reside outside the parish.
7. Other Christian children who reside in the parish.
8. Other Christian children who reside outside the parish.

PROCEDURES OF ENROLMENT

1. A child enrolling for Prep must be 5 by the 30th of April in the year of commencement.

2. All enrolment applications must be submitted on an appropriate form obtainable from the Parish house or the school.

3. We request Birth, Baptisimal and Immunisation Certificates to be returned with the completed Enrolment form as well as an enrolment fee.

4. New parents to the school have an interview with the Principal/Parish Priest.

5. For the enrolment of a student with special needs, we believe;- 
   - That we must be sensitive to the needs of each individual child.
   - That the enrolment should not disadvantage either the child with special needs nor the other class members.
   - Class placement will be determined through a consultative process. The class teacher will be fully briefed as the child’s situation.

Reviewed March 2013