



## Enrolment Policy

Reviewed: August 2019

Ratified: August 2019

Next Review: August 2025

### Rationale

The St Francis Xavier Primary School Enrolment Policy has been developed to provide clear and consistent guidelines that will inform school enrolments.

### Background

St Francis Xavier Primary School is central to the mission and work of the Diocese of Ballarat and to the life-quality of students and their families. Inspired and governed by the message and person of Jesus Christ, and committed to the physical, intellectual, social and spiritual development of each person, they provide education of the highest quality to their communities. In line with the self-understanding of the Church, they are welcoming to all who share their educational philosophy. Through their distinctive educational style, the school makes an irreplaceable contribution to the intellectual, ethical and spiritual well-being of their own community and of Australian society (Awakenings, 1998).

St Francis Xavier Primary School “participates in the evangelising mission of the Church and is the privileged environment in which Christian education is carried out. In this way Catholic schools are at once places of evangelisation, of complete formation, of enculturation, of apprenticeship in the lively dialogue between young people of different religions and social backgrounds. The ecclesial nature of the school, therefore, is written in the very heart of its identity as a teaching institution” (The Catholic School on the Threshold of the Third Millennium, 1997, n.19)

### Scope

This Policy applies to St Francis Xavier Primary School Ltd.

#### **Definition of Governing Authority**

Where the term, Governing Authority is used in this policy it refers to the proprietor of the school and/or the person delegated to supervise the Principal.

### Policy

St Francis Xavier embraces the mission of the Church by welcoming the enrolment of all students and families who share their vision and educational philosophy.

- Catholic Schools, established, maintained and governed by the Ballarat Diocese, or in partnership with Religious Institutes and/or ministerial public juridic persons, strive to be authentically Catholic and faithful to the mission of the Catholic Church.
- A Catholic School is 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.

- A Catholic School has a particular responsibility to provide access to children baptised in the Catholic faith.
- Catholic schools have a responsibility for being inclusive and therefore welcome, accept and support those most in need.
- Catholic schools seek actively to engage families and carers as partners in their child's education process and the life of the school in an atmosphere of co-responsibility and co-accountability.
- In diocesan locations where multiple Catholic schools co-exist, there will be ongoing dialogue and co-consideration of enrolment processes.

## Enrolment Selection Criteria

### 1.1 Starting School: Prep

By law, children must have turned five by 30 April of their first year of school.

Enrolments will be allocated in the following order of priority:

- Siblings of children already enrolled in the school
- Baptised Catholic children who are resident in the parish
- Baptised Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest
- Baptised children of Catholic families from parishes that do not have a Catholic school.
- Baptised children of Catholic families from other parishes (for pastoral reasons)
- Children not baptised from families in the parish with one parent a baptised Catholic
- Children from another Christian tradition where adult baptism is active in that tradition
- Children baptised in another Christian tradition who reside in the parish
- Children baptised in another Christian tradition who reside outside the parish
- Children from a faith background other than Christian or other pastoral considerations
- At the discretion of the Principal

### 1.2 Other Year Levels

Catholic students who wish to transfer from another Catholic or government school will be considered as a priority according to the criteria for Prep enrolments and schools may take into account any additional circumstances. If it is not possible to offer a place, the school will assist in providing information regarding enrolment in nearby Catholic schools.

Baptised students of Christian families or of other faiths who wish to transfer from another Catholic or government school will be considered according to the criteria for Prep enrolments and schools may take into account additional circumstances. The enrolment will depend on a place being available at the school and does not result in the exclusion of a Catholic student. If it is not possible to offer a place, the school will assist in providing information regarding enrolment in nearby Catholic schools.

It is expected that parents/guardians provide the school with all relevant information on a transferring student. The school may request to make contact with the student's current school.

### **1.3 Enrolment of Students under the Minimum School Entry Age**

The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months as a child must turn five by 30 April in the year of starting school.

The enrolment of students under the minimum starting age is not recommended.

In the rare situation where a parent/guardian seeks enrolment of a child under the minimum starting age the school will make an assessment of the child's readiness for school. In the event that a child satisfies the readiness assessment and the school principal supports the enrolment, final approval needs to be obtained from the Director of Catholic Education before the enrolment can proceed.

Application for Director's approval needs to be completed on the "Application for Early Age Entry to School" proforma (Appendix 5).

Supporting documentation from appropriate health or education professionals detailing substantive reasons for early school entry must be attached to the application, as well as a letter from the parent(s)/guardian(s) requesting an exemption from the policy.

It is the responsibility of the parent/guardian to provide all appropriate documentation to the principal for submission to the Director for consideration.

### **1.4 Out of Home Care, School enrolment responsibilities (outside normal enrolment timelines) in accordance with Out of Home Care Education Commitment Partnering Agreement, 2018**

If Child Protection or Department of Health and Human Services is involved schools are expected to:

- (If a place is available), Enrol a student without delay – any delay of more than one day must be endorsed by the Director of Catholic Education
- Ensure that accurate information regarding out-of-home care status is recorded in the school's student information record-keeping mechanism
- Liaise with the student's previous school or early childhood education service to ensure the transfer of relevant information including the Individual Education Plan
- Establish a Student Support Group in the first week of the student's enrolment
- Support the student to stay at the school or maintain a connection with their school if a change must occur
- When a student leaves the school, provide appropriate information to the new school regarding the student's learning and support needs to ensure a smooth transition
- The Catholic Education Office Ballarat will:
  - Facilitate the timely and effective enrolment of each student in out-of-home care by providing advice and support to schools
  - Work with schools, Child Protection and Department of Health and Human Services to resolve any enrolment difficulties in a timely manner.

### **1.5 Enrolment of Students with Additional Learning Needs**

St Francis Xavier Primary School welcomes parents who wish to enrol a student with additional learning needs and do everything possible to accommodate the student's needs. The process for enrolling students with additional needs should be the same as that for enrolling any student, and should conform to the Enrolment Process in addition to liaising with the Learning Diversity Leader at CEOB. Primary and secondary schools are expected to collaborate to ensure coordination and

consistency of policy and processes when students are in transition. Schools are required to comply with the relevant Australian and Victorian Government legislation Disability Discrimination Act (DDA) 2005 when considering the enrolment of a student with additional learning needs in a Catholic school.

### **1.6 Enrolment of Students from Interstate**

When enrolling students whose previous school was interstate, all schools must use the protocols of the Interstate Student Data Transfer Note (ISDTN). This is a mandatory requirement of the Australian Government. It is the responsibility of the enrolling school to initiate and manage this process, and be sensitive to parent/student consent requirements for the provision of information. All relevant documents and information are available at the MCEETYA website [www.mceetya.edu.au/transfernote](http://www.mceetya.edu.au/transfernote).

### **Relevant Legislation**

- Disability Discrimination Act (DDA) 1992
- Disability Standards for Education 2005
- Privacy Act 1988 and Privacy Amendment (Notifiable Data Breaches) Act 2017
- Commission for Children and Young People Act (Vic) 2012
- Children Youth and Families Act (Vic) 2005
- Equal Opportunity Act (Vic) 1996
- Health Records Act (Vic) 2001

### **Key Related Documents**

- Fees and Levies Policy
- Family Fee Assistance
- Privacy Policy
- Out of Home Care Education Commitment (Partnering Agreement) 2018

## Enrolment Procedures

- The Enrolment Policy is published on the school's website.
- Each school is responsible for its own enrolments in accordance with the enrolment procedures. Enrolment at a Catholic primary school does not guarantee enrolment at a Catholic secondary school.
- The principal will consult with the Education Consultant on any matters pertaining to enrolment where further discernment is required.
- Annual enrolment dates, forms and procedures for Prep (Foundation) students and other year levels will be available on the school website and advertised in school newsletters
- Schools must use the Enrolment Form provided in (Appendix 1) and ensure that Parents have a copy of the Enrolment Form Explanatory Statement (Appendix 4)
- Schools must provide a timeline indicating when enrolment forms must be lodged, interview dates, notification of enrolment outcome and acceptance date, will be provided on the school website and updated annually.
- The school will provide parents with the fees policy and procedures at the time of the enrolment enquiry.
- The Principal (or delegate) will interview all parents and the student they wish to enrol.
- Students enrolling in St Francis Xavier are enrolled under the proviso that all students participate in the religious activities of the school.
- Parents wishing to transfer their child from another Catholic school will be required to complete an 'Application for Enrolment' when applying to the new school.
- When enrolling students whose previous school was interstate, the school will use the protocols of the Interstate Student Data Transfer Note (ISDTN).
- The school welcomes parents who wish to enrol a child with additional learning needs. The school will comply with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning needs. (Disability Discrimination Act 2005)
- During the process of enrolment, the particular learning needs of the student will be discussed. Parents have a responsibility to disclose all factors and relevant reports that impact on the child's learning needs and potential resource requirements.
- All prospective enrolments will require relevant documentation with their enrolment form including birth, baptism, reconciliation, confirmation and communion sacramental certificates, an Immunisation History Statement from the Australian Immunisation Register (primary schools), visa (if relevant) and parenting orders (if relevant).
- Failure to provide (or disclose) all necessary and relevant information regarding the student may lead to delays and/or suspension of enrolment.
- All information gathered will be maintained according to the Privacy Act 1988.
- Any breaches of data security will be notified as required by the Privacy Amendment (Notifiable Data Breaches) Act 2017.
- A Register of Enrolments containing all necessary information will be maintained at the school.
- Any concerns about the implementation of the enrolment policy may be referred to the Principal or Catholic Education Office Ballarat for advice.

### 1.1 Appealing an enrolment decision

An appeal of the enrolment decision can be made where a family believes that a breach of the school enrolment policy or a breach of the relevant legislation has occurred.

An appeal is made to the Director of Catholic Education, PO Box 576, Ballarat VIC 3350 or [director@ceoballarat.catholic.edu.au](mailto:director@ceoballarat.catholic.edu.au) or phone 03 5337 7135.

The Director of Catholic Education will investigate the matter, consider if a breach has occurred and make a recommendation to the Principal if this is the case

## **1.2 Communication**

The policy will be available on the school website with accompanying enrolment forms and timelines for the enrolment process.

## **2. REGISTER OF ENROLMENTS**

All schools must establish an electronic Register of Enrolments to register all students and to record all relevant student and family data. This is part of the SIMON school administration package. All information collected is treated in accordance with the relevant privacy legislation and guidelines. It is a parental responsibility to inform the school of any changes so that the register can be updated.

This register records each student's:

- Date of enrolment
- Name, age and address
- Previous school/preschool contact permission
- Name and contact details of parent(s) or guardian(s)
- Emergency contacts other than parents/guardians
- Family details- responsibility for school fees payment
- Parent/guardian educational background/ School Family Occupation Index
- Siblings attendance at school/preschool
- Home care arrangements
- Court orders
- Student/family code/ EMA eligibility
- Nationality - Languages spoken by students/parents/guardians
- Citizenship status for those not born in Australia
- Sacramental information
- Medical information
- Immunisation
- Permission for sunscreen application & head lice inspection
- Permission for student photographs/videos in print and online promotional, marketing, media & education material
- Where applicable, date the student ceased to be enrolled
- Transfer records

### **2.1 Enrolment Register Responsibilities**

The Principal:

- Oversees enrolments in accordance with the DOBCEL Enrolment Policy January 2019
- Approves enrolments in accordance with the DOBCEL Enrolment Policy January 2019

- Reminds parents/carers each semester about updating information on the register

The School Administration Officer:

- Adds enrolment records to the register
- Updates enrolment records on the register as advised by parents, principal and/or staff
- Completes transfer notes for students leaving the school
- Archives records for students who have left the school
- Provides hard copy of class enrolment register to each class teacher at start of term

Class Teachers

- Check hard copy of class enrolment register provided at start of each term
- Advise School Administration Officer if they become aware of changes to student information.

## **1. FEES**

The setting of fee levels and other compulsory charges in Catholic primary schools and secondary colleges is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning.

If a family is experiencing difficulty in meeting the required fee payment, the student may not be excluded however, the family is expected to meet and discuss arrangements with the Principal.

Families enrolling in diocesan primary schools may also be able to access the 'Family Fee Assistance Scheme' (Appendix 4).

## **Appendices**

Appendix 1	Enrolment Form
Appendix 2	Enrolment Form Explanatory Sheet
Appendix 2a	School Family Occupation Index
Appendix 3	Application for Early Age Entry to School
Appendix 4	Family Fee Assistance Scheme



