# All Saints Parish School

# Student Enrolment Policy

Ratified 2019

Reviewed 2019

Review 2023

**Rationale**

*“…Catholic schools are central to the mission and work of the Catholic Diocese of Ballarat today 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, Catholic schools make an irreplaceable contribution to the intellectual, ethical and spiritual wellbeing of their own community and of Australian society.”*

(Awakenings Core Document 1998)

All Saints Parish School *“participates in the evangelizing 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 evangelization, 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 Catholic school, therefore, is written in thevery heart of its identity as a teaching institution.”* (The Catholic School on the Threshold of the Third Millennium, 1997, n.19)

### Definitions

When 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.

For DOBCEL schools, the Governing Authority is the Director of Catholic Education as CEO of DOBCEL. DOBCEL is the Governing Corporate Body that is the Governing Authority of some diocesan schools.

For other schools, the Governing Authority is the Canonical Administrator of the Parish.

"Catholic Families" are defined as families in which at least one parent is a Catholic or in which the child being enrolled has been Baptised Catholic.

### Policy

All Saints Parish School embraces the mission of the Church by welcoming the enrolment of all students and families who share their vision and educational philosophy.

1. All Saints Parish School strives to be authentically Catholic and faithful to the mission of the Catholic Church.
2. We 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.

• 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.

• All Saints Parish School seeks 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.

**Enrolment Selection Criteria**

* 1. **Starting School: Foundation**

Enrolments will be allocated in the following order of priority:

* Baptised Catholic children who are resident in the parish or Siblings of children already enrolled in the school
* Baptised Catholic children who do not reside in the parish but are considered 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.

**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 Foundation 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 Foundation 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.

**1.2 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 3).

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:

• Enrol a student without delay – any delay of more than one day must be endorsed by the Director of Catholic Education (If a place is available)

* 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 Peer 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**

All Saints Parish School will welcome parents who wish to enroll 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 as part of the enrolment process. The school will collaborate to ensure coordination and consistency of policy and processes when students are in transition. We will 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**

• DOBCEL Fees and Levies Policy

• Family Fee Assistance

• Privacy Policy

• Out of Home Care Education Commitment (Partnering Agreement) 2018

**Evaluation**

This policy will be reviewed as part of the 4 year school improvement framework cycle.

Ratified by the Canonical Administrator in 2019:

## APPENDIX 1

**Legislative Requirements:**

### Relevant legislation to be considered when enrolling students in Catholic Schools

***The Victorian Education and Training Reform Regulations 2007.***The regulations impose a requirement on a registered school to have a clearly defined enrolment policy that complies with all applicable State and Commonwealth laws. Referred to therein is the main legislation affecting school enrolments. Each school must be familiar with the relevant provisions of this legislation and, if appropriate, prepare policies for administration and enforcement of relevant procedures.

***Equal Opportunity Act 2010 (Vic).***This legislation prohibits discrimination by an educational authority against a person in deciding who should be admitted as a student, in the terms on which the authority admits a person as a student, or by refusing or failing to accept the person’s application for administration as a student. However, an exception is provided for an educational authority that operates an educational institution wholly or mainly for students of a particular sex, religious belief, age or age group, such that it may exclude from that institution people who are not of the particular sex, religious belief, age or age group. All other discrimination in enrolment of students is prohibited.

***Disability Discrimination Act 1992 (Cwlth).***Under this federal legislation, discrimination based on disability is unlawful. It applies to school authorities and their employees. The definition of disability is broad and includes physical, intellectual, psychiatric, sensory, neurological or learning disability, physical disfigurement, and the presence in the body of a disease-causing organism. Relevant for enrolments, it is unlawful for an educational authority to discriminate against a person on the ground of the person’s disability, or a disability of any of the other person’s associates, by refusing or failing to accept the person’s application for admission as a student; or in the terms and conditions on which it is prepared to admit the person as a student. However, it is not unlawful to refuse or fail to accept a person’s application for admission as a student in an educational institution where the person, if admitted as a student by the educational authority, would require services or facilities that are not required by students who do not have a disability and the provision of which would impose unjustifiable hardship on the educational authority.

***Privacy Amendment (Private Sector) Act 2000 (Cwlth)*.**This legislation governs how schools must handle personal information collected as part of the enrolment process. Schools will have adopted a Privacy Policy to reflect their acts and practice in management of personal information in compliance with the legislation. Schools should also determine what is the necessary information for collection, provide information about collection and, where necessary, obtain consents to the collection, use and disclosure of that information. For these purposes, schools should include in enrolment forms an information collection notice, which should also be contained in the school’s Privacy Policy and where applicable should be located on the school’s website.

### Enrolment of students with additional learning needs

Catholic schools are expected to welcome parents who wish to enroll a child with additional learning needs and do everything possible to accommodate the child’s needs. The process for enrolling students with additional learning needs should be the same as that for enrolling any student, and should conform with the Enrolment Process. Primary and secondary schools should collaborate to ensure coordination and consistency of policy and processes. Schools are required to comply with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning needs in a Catholic school.

Disability Standards for Education (2005) [http://www.humanrightscommission.vic.gov.au/index.php?option=com\_k2&view=item&layout=item&id=1](http://www.humanrightscommission.vic.gov.au/index.php?option=com_k2&amp;view=item&amp;layout=item&amp;id=1103&amp;Itemid=555)  [103&Itemid=555](http://www.humanrightscommission.vic.gov.au/index.php?option=com_k2&amp;view=item&amp;layout=item&amp;id=1103&amp;Itemid=555)

## APPENDIX 2

### Enrolment of Children under the minimum school entry age

The enrolment of students under the minimum starting age is not recommended. In those situations where,

* + 1. A parent seeks enrolment of a child under the minimum starting age; and
    2. The principal agrees to enrolling the child in the school if approval were granted,

The approval of the Director of Catholic Education Ballarat is required, before enrolment under the minimum starting age can occur.

An Application for Early Age Entry to school must be completed for such an application to be considered.

Application for Early Age Entry to School

*Please forward completed Application, parent letter and supporting documentation to:*

**Director, Catholic Education Office Ballarat PO Box 576, BALLARAT VIC 3354**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| This application for Early Age Entry to School should be completed by parent/s or carer/s in consultation with the relevant professional and provided to the Principal for submission to the Director of Catholic Education. | | | | |
| **Child Surname:** | | **Date:** |  |  |
| **Child First Name:** | | **Female Male** | | |
| **Date of Birth:** | | **Age:** |  |  |
| **Parent / caregivers names:** | | **Relationship to child:** | |  |
|  | **Relationship to child:** | | | |
| **Address:** | | | | |
| **Contact number:** | | | | |
| This application must include comprehensive evaluations by a registered psychologist and anecdotal records and observations by a pre-school / kindergarten teacher as outlined below: | | | | |
| **Please indicate the documentation that has been attached to this form:** | | | | |
| **Registered Psychologist (Educational and Developmental)** | | **Pre-school / kindergarten** | | |
| Intellectual / Cognitive Ability | |  | Anecdotal Records and Observations | |
| Socio-emotional Development | | | | |
| Academic Readiness | | | | |
| To be completed by a Registered Psychologist: | |  | **Name:** |  |
| In my opinion this child **is** ready for Early Age Entry  to School. | | | **Signature:** |  |
| In my opinion this child **is not** ready for Early Age  Entry to School | | | **Signature:** |  |
| Further supporting material may also be attached, e.g. evaluation of physical health and motor development from a paediatrician or general practitioner. Please indicate if provided, including provider details. | | | | |
| **Name of Developmental Pediatrician / GP providing the evaluation:** | | | Physical Health Motor Skills | |
| **Application Forwarded by:**  Principal’s Name: | | School Name: | | Principal’s Signature: |

## APPENDIX 3

**School Enrolment Procedures in the Diocese of Ballarat.**

Initial parent/guardian inquiry.

Information & Application for Enrolment sent out.

Formal interview between Principal, parent/guardian and prospective student is held according to diocesan school policy & procedures. Information regarding educational needs of the prospective student is gathered. [If student was enrolled in a school interstate collect additional information via Interstate Data Transfer Note (ISDTN)].

NO.

Does the prospective student have additional educational needs?

YES.

Parent/guardian must give written permission to the school for further investigation of prospective student’s educational needs.

Parent/guardian and school representative collect information to determine prospective student’s educational needs.

These may include: health needs; physical access; specialist agencies; communication needs; curriculum access; emergency procedures; personal care needs.

Summary of information by school personnel.

Consideration of how the school can best meet the needs of the prospective student.

Principal meets with the parent/guardian and other

appropriate and relevant professionals to discuss the educational program the school can offer to the prospective student.

Enrolment Decision.

Enrolment does not proceed. This may occur because:

Parents choose not to continue with the enrolment OR

The school is unable to offer a place to the prospective student.

The parent may request to have children remain on the waiting list.

Enrolment proceeds.

Letter sent to parent/guardian accepting the enrolment. Parent complete, sign and return relevant forms.

Normal school processes operate.

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Enrolment Procedures

* Each school must publish the Enrolment Policy on their 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 and parish newsletters and community news.
* Schools must use the Enrolment Form provided in (Appendix 1) and ensure that Parents have a copy of the Enrolment Form Explanatory Statement (Appendix 2)
* Schools must provide a timeline indicating when enrolment forms must be lodged, interview dates, notification of enrolment outcome and acceptance date. This 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/s they wish to enrol.
* Students enrolling in a Catholic school 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) and ensure they have liaised with the Learning Diversity Leader from the CEOB before the enrolment procedures is completed.
* 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 Catholic Education Office Ballarat for advice.

###### **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.

###### **Communication**

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

###### **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.

###### **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.

###### **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