Enrolment Policy and Procedures

1. POLICY

Catholic schools have as their mission the formation of the human person, in the image of God. Parents are the primary educators of their children, particularly in faith education. On choosing to enrol their child into a Catholic school, parents enter a partnership with the school, focused on the child's faith development and education.

2. PRINCIPLES

2.1. The Catholic school is an integral part of the Church community and mission of the Church.

2.2. The preferential option for the poor and marginalised is fundamental in Catholic schools.

2.3. Catholic schools in South Australia welcome all Catholic families, as well as families from other churches and faith traditions, and non-religious backgrounds who are prepared to value and respect the ethos, values, liturgical and sacramental practices and traditions of the Catholic Church within the context of the school.

2.4. Catholic schools recognise that parents exercise their right to choose the kind of education that shall be given to their child(ren) dependent on enrolment vacancies and policies of the enrolling school.

2.5. On enrolment, all parents and students commit to supporting the Catholic ethos and traditions of the school.

2.6. The Enrolment Priority Criteria are used in circumstances within the school context where demand exceeds the number of available enrolment places.

2.7. The Same First Day applies to enrolments into Catholic preschools and into reception in Catholic schools.

2.8. Individual school enrolment policies should be consistent with the SACCS Enrolment Policy and Procedures 2012.

2.9. Consultation between schools should occur when principals consider applications from families seeking the enrolment of children who are currently attending a Catholic school.

2.10. Catholic schools are committed to the inclusion of children with special needs where possible.

2.11. Catholic schools work together to provide continuity of learning where possible for students whose parents have chosen a Catholic education for specific reasons. This includes relocation from rural communities where there is no provision of Catholic Secondary schooling.

2.12. Catholic schools in South Australia recognising the collegial and interdependent nature of our school network, have a responsibility to other Catholic schools to carefully consider the impact of their enrolment policy and practices on sustainable level of enrolments for each school.

3. PROCEDURES

3.1 Enrolment Priority Criteria

The Enrolment Priority Criteria are used in circumstances within the school context where demand exceeds the number of available enrolment places. Principals will exercise discretion in relation to the enrolment of children of families who have special pastoral circumstances. Decisions about enrolments are informed by the following criteria:

- Baptised Catholic children within the parish(es)
- Siblings of children already enrolled in the school whose families have demonstrated ongoing support for the ethos of the school
- Children already attending a Catholic primary school and whose families have demonstrated ongoing support for the ethos of the school
- Baptised Catholic children and their siblings relocating from rural communities.
- Children already enrolled in a Catholic school whose families have supported the ethos of the school
- Children of Catholic families who are not in the above criteria or who are from outside the local designated Catholic parish(es).

These dot points are not presented in hierarchical order.

3.1.1 For enrolment of children from families who belong to other churches and faith traditions or from non-religious backgrounds and are prepared to support the ethos, values, liturgical and sacramental practices and traditions of the Catholic Church, each school is expected to have clearly defined criteria that takes into account:

- the Church's ministry to the world
- the preservation of the school's Catholic ethos
- the desire of some non-Catholic parents to choose a Christian education for their children
- the call to ecumenism.

3.2 Enrolment into Reception

The *Same First Day* commenced in 2014 for children eligible to start reception. The minimum age for starting reception from 2014 will be four years and eight months. All children will receive at least four terms of reception. The compulsory age by which a child is required to start school is six years.

3.2.1 Children who turn five on or before April 30th will be admitted into reception on the first day of term one in that year.

3.2.2 Children who turn five on or after May 1st to and including October 31st will be admitted into reception on the first day of term three in that year. These children will receive six terms of reception. Parents may choose to enroll their child in term one of the following year.

3.2.3 Children who turn five after October 31st and including 31st December will be admitted into reception on the first day of reception the following year.

3.3 Early Entry into Reception

Children identified as gifted may be able to start reception early.

3.3.1 Early entry is decided on a case-by-case basis.

3.3.2 The decision regarding early entry into reception resides with the principal.

3.3.3 The principal will make this decision in consultation with the family and teachers concerned and with access to relevant reports and information. Eg: Psych Reports.

3.4 Students with Disabilities

3.4.1 An enrolment application for a student with a disability will be considered on the same basis as all other enrolment applications and in accordance with the legal obligations of the Disability Discrimination Act (1992), the Disability Standards for Education (2005) and the Equal Opportunity Act (SA) 1984.

3.4.2 Enrolment for eligible children is planned, negotiated and case managed using the CESA Enrolment and Support Process.

3.4.3 The process identifies the child's needs, and the reasonable adjustments required to enable the student to access the school and participate in the learning environment on the same basis as a child without a disability.

3.5 Transfer between schools

Where a transfer is possible, consultation between the former and proposed school should occur before acceptance of a student transfer from another metropolitan, country or rural school or college.

3.5.1 Any Catholic school accepting an enrolment of a student from another Catholic school or school sector should send appropriate advice to the student's previous school. The Student Transfer Advice is to be completed. The Schools Assistance Act 2008 requires that interstate transfers be notified using the Interstate Student Data Transfer Note (ISDTN).

3.5.2 A copy of the Student Transfer Advice for intra-state transfers is available on CESA Online at:

http://online.cesanet.adl.catholic.edu.au/docushare/dsweb/Get/Document-1919/Student+Transfer.pdf

Information and forms for the Interstate Transfer Note (ISDTN) can be found at:

http://www.mceecdya.edu.au/mceecdya/default.asp?id=13073

3.6 Overseas Students

3.6.1 Schools should obtain copies of relevant visa documentation regarding overseas student application for enrolment to ensure eligibility for enrolment and funding.

3.6.2 Schools enrolling students who hold student visas (sub-class 571) must be CRICOS registered.

3.6.3 Schools responding to enrolment enquiries from families with school age children who have entered Australia on other visa sub-classes, including where the enrolment enquiry is for a dependent of an adult on a student visa, should confirm:

- that the student is eligible to enrol in a Catholic school
- the fees payable
- eligibility for New Arrivals Funding
- eligibility for EAL Support and other services.

4. REFERENCES AND LINKS

4.1. CESA Vision and Strategic Plan

http://online.cesanet.adl.catholic.edu.au/docushare/dsweb/Get/Document-13434/FINAL+PDF+-+CESA+Strategic+Plan.pdf

4.2. Charter for Parents in Catholic Schools SA

http://www.fedparents.adl.catholic.edu.au/Charter%20for%20Parents.htm

4.3. Disability Discrimination Act (1992)

http://www.austlii.edu.au/au/legis/cth/consol_act/dda1992264/

4.4. Disability Standards (2005)

http://www.deewr.gov.au/Schooling/Programs/Documents/Disability_Standards_for_Education_2005_pdf.pdf

4.5. Enrolment and Support Process for Students with Disabilities

http://online.cesanet.adl.catholic.edu.au/docushare/dsweb/View/Collection-4601

4.6. Equal Opportunity Act (SA) 1984

http://www.austlii.edu.au/au/legis/sa/consol_act/eoa1984250/

4.7. Information on International Education and Students from Overseas

http://online.cesanet.adl.catholic.edu.au/docushare/dsweb/View/Collection-2917

4.8. Interstate Data Transfer Note

http://www.mceecdya.edu.au/mceecdya/default.asp?id=13073

4.9. Same First Day

http://online.cesanet.adl.catholic.edu.au/docushare/dsweb/Get/Document-18285/Enrolment+CESA+StartingSchool+WEB.pdf

4.10. Universal Declaration of Human Rights – Article 26

http://www.un.org/en/documents/udhr/index.shtml#a126

Signed:

Chairperson School Board: Steve Atkinson...September 2023

Principal: Don DePalma ....September 2023

Policy Review Date: September 2023
Next Review Date: September 2026

This Policy has been developed in accordance with the South Australian Commission for Catholic Schools Enrolment Policy & Procedures 2012.