



Enrolment Policy

ECM Ref	493528 (026 of 2021)
Document Type	Policy
Approval Date	11 October 2021
Replaces Document & No.	Enrolment Policy Nos. 005 of 2021, 103701, 103900a
Owner Service Area	Office of the Executive Director
Review Date	11 October 2024
Audience	Public

1. Introduction and Purpose

Catholic education is integral to the evangelising mission of the Catholic Church in the Diocese of Parramatta under the leadership of the Bishop. It is through learning and teaching that Catholic education promotes the work of the Church, the formation of the individual and the good of society.

Catholic schooling is a work of love, for the full human development of students, grounded in the person of Jesus Christ and at the service of society. Working closely with and in support of their school's Parish Priest, all staff share in the evangelising mission of the Church as they endeavour to accomplish a synthesis of faith, life and culture in their communities.

Catholic schools exist to provide a quality Catholic education in an environment that is welcoming and inclusive. The four priorities that underpin Catholic schools in the Diocese of Parramatta are:

- *Mission is countercultural*
- *Equity is the norm*
- *Learning is owned by the learner*
- *Everyone is a leader*

The work of Catholic Schools Parramatta Diocese (CSPD) is guided by these four priorities.

2. Scope

This Policy provides information about the enrolment principles, enrolment criteria and procedures for parents/carers seeking to enrol a child into a CSPD system school.

All Enrolment Applications are considered in accordance with this Policy.

CSPD and parents/carers enter into an enrolment contract that is lived out in the context of our commitment to the integration of faith and life. By entering into the enrolment contract, parents/carers, the school and students are engaged in an ongoing partnership in meeting the expectations of the school community.

Procedures described in the related documents in this Policy (Part 5) are mandatory. Any guidelines referred to in this Policy are designed to assist the implementation of this Policy.

3. Definitions

Applicant means the responsible adult making the Enrolment Application on behalf of the child/young person to be enrolled.

Applicant's parish means the parish within which the school is located or a parish where the student's family regularly attends.

Catholic family means a family of the student being enrolled is Catholic, and/or at least one parent is Catholic and/or the student is Catholic. 'Catholic' includes those from Eastern Rites.

CSPD means Catholic Schools Parramatta Diocese.

CSPD system means all systemic schools that are part of the Catholic Schools Parramatta Diocese.

Community of schools is where a community of schools exists, usually on the same site, providing education from early years to Year 12.

Enrolment Application Form is the application parents/carers make to enrol their child in a CSPD school.

Orthodox means those members of an Orthodox Church e.g. Greek, Russian, Coptic.

Parent/s means the parent/s, guardian/s or carer/s of the student. Where the student is over 18 years of age and living independently, clauses referring to parents also apply to the student.

Student means the child/young person seeking to be enrolled into a CSPD system school.

Waiting List means where an Application for enrolment is unsuccessful due to a school being oversubscribed, the Applicant has the option to make an Enrolment Application to be on a waiting list for that oversubscribed school.

4. Policy

- 4.1 CSPD's *intent* is to transform the learning of each student and enrich the professional lives of staff within a Catholic learning community
- 4.2 CSPD system schools value parents as first educators of their children, and understand their need to choose the school best suited to [their] educational purpose.
- 4.3 CSPD system schools welcome students and families from a diverse range of backgrounds and needs.
- 4.4 CSPD system schools consider the following needs when prioritising enrolments:
 - 4.4.1 preferencing Catholic children and siblings of current students;
 - 4.4.2 supporting those who are poor, marginalised and in most need; and
 - 4.4.3 accepting enrolments of children from non-Catholic families where places are available.

- 4.5 Where places are limited, priority is to be allocated in the following order:
- 4.5.1 siblings of students currently enrolled in the school to which the Application is being made;
 - 4.5.2 students presently enrolled within a community of schools (e.g. Westmead Catholic Community, the Catholic Learning Community of John XXIII and St John XXIII Catholic College) as they progress to another school within that community;
 - 4.5.3 students who are Catholic and from another CSPD school;
 - 4.5.4 of similar priority, students:
 - 4.5.5 of Catholic families who worship or live in the school's parish;
 - a. who are non-Catholic and who have been enrolled in a CSPD school for at least the last two years;
 - b. children of Catholic families who are parishioners of another parish;
 - 4.5.6 children of Orthodox families;
 - 4.5.7 children whose families belong to other Christian churches who, with their parents, respect and agree to support the Catholic mission of the school including the faith education it offers for their children, and
 - 4.5.8 children of no faith or non-Christian faiths who, with their parents, respect and agree to support the Catholic mission of the school including the faith education it offers for their children.
- 4.6 A student will not be denied enrolment because of the parents' genuine inability to pay school fees.
- 4.7 An Enrolment Application Form can be submitted up to two (2) years before the intended year of enrolment. Confirmation of enrolment at a nominated school will occur approximately 9 months prior to the year for which the Enrolment Application is made.
- 4.8 An enrolment deposit, which varies between schools, is a non-refundable fee and is deducted from the first term's fees if commencing at the beginning of the school year, or the term in which the student commences.
- 4.9 Enrolment Application Forms are always an application to a specific CSPD school.
- 4.10 If an Enrolment Application to a school is not successful, the Applicant has the option to:
- 4.10.1 be on a Waiting List for that school; and/or
 - 4.10.2 apply to another CSPD school if places are available, and

- 4.10.3 receive an offer of support from CSPD to be considered for enrolment at another CSPD school.
- 4.11 An Applicant has the option to remain on a Waiting List of their first preference school while accepting a place at their second preference school.
- 4.12 Where Applicants on a Waiting List are of equal status according to the enrolment criteria, the selection is determined by the initial date of the Enrolment Application, with the earliest Enrolment Application given priority.
- 4.13 All parents whose Enrolment Application to their first choice of school is not successful, will be actively supported by CSPD for enrolment at another CSPD school that best suits their child's learning needs.
- 4.14 Children, whose fifth birthday occurs on or before 31 July, may be considered for enrolment into kindergarten for that same year. However, school readiness is a significant factor for parents and the school in determining enrolment into kindergarten.
- 4.15 By law, all children must be in compulsory schooling by their sixth birthday. Where a child turns six years on or after 1 October or later in a school year, the child must be engaged in full-time preschool education at an accredited preschool for the remainder of that school year and enrolled into school within six months of turning six (6).
- 4.16 Once a student is enrolled into a CSPD school, transfers within the CSPD system of schools are prioritised in accordance with this policy, subject to availability.

Please note:

- 4.17 The enrolment of your child is conditional upon your full disclosure of all relevant information to enable CSPD to assess your application. If the needs of your child change following acceptance of enrolment, you must advise CSPD promptly of the change and provide updated disclosure of all relevant information to enable CSPD to assess whether it can continue to meet the needs of your child. If CSPD does not receive full disclosure of all relevant information or is no longer able to meet those needs, it reserves the right to terminate the enrolment.

5. Related Documents

Enrolment documents

If parents have difficulties accessing the enrolment forms, or need other help to complete the form, they should contact the school they wish to enrol their child in or CSPD by phone on (02) 9840 5600 or by email at cl@parra.catholic.edu.au.

- Enrolment Instructions Form
- Form A Enrolment Application

- Form B Consent Form
- Form C National Data Collection Form
- Form D Overseas and Exchange Students Form
- Enrolment Procedures for Students with a Disability or Complex Needs who meet Diocesan Criteria for Enrolment & for whom Schools require Additional Support
- Enrolment Overseas Students Guidelines
- Privacy Policy
- Standard Collection Notice

Other Documents

- Student Attendance Procedures
 - Student Exemption Procedures
 - Student Attendance – Completion in Special Circumstances Guidelines
 - NSW Health Primary and Secondary school entry and immunisation brochure for parents
 - Information Sharing Policy
 - Responsible Use of ICT and Social Media for Students Guidelines
 - Managing Complaints Policy
-

6. Further Information

Further information on this policy can be directed to the Office of the Executive Director via the Enterprise Service Desk on (02) 9840 5620 or via email esd@parra.catholic.edu.au or the ESD Self Service Portal.
