



# Catholic College Sale ENROLMENT POLICY

## 1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited (the Board) governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of Catholic College Sale (the College). This includes the effective implementation of this *Enrolment Policy* and the compliance obligations outlined herein.

## 2.0 INTRODUCTION

Catholic College Sale gives priority to parents, guardians or carers who seek a Catholic education for their children.

It is from our Catholic identity that the College derives its fundamental characteristics and structure as a genuine instrument of the Church.

## 3.0 PURPOSE

This Policy provides clarity of processes and procedures for families seeking to enrol their children at the College.

## 4.0 PRINCIPLES

The following guiding principles give direction in determining enrolment processes and procedures for the College.

- 4.1** The College strives to be authentically Catholic and faithful to the tradition and teachings of the Church.
- 4.2** The College's mission is to provide its members with a holistic education in an environment formed by the teachings and values Christ gave us in the Gospels.
- 4.3** The College strives for strong partnerships with the parish/parishes it serves.
- 4.4** Families who choose the College for their children do so on the understanding that they respect and agree to support the Catholic identity, ethos and mission of the College and acknowledge the importance of religious education for their children.
- 4.5** Financial hardship will not be a ground for automatic refusal of enrolment. In circumstances where a family is experiencing genuine financial hardship, this will be taken into account at the time of enrolment, and differing payment arrangements may be put in place.
- 4.6** The College has a responsibility to ensure that the requirements of State and Commonwealth legislation are met when processing enrolments.

## 5.0 DEFINITIONS

**Catholic school:** one that operates with the consent of the Diocesan Bishop.

**Designated enrolment catchment area:** means the designated enrolment catchment area for a school in the parish from which the school draws the majority of its enrolments and to which the school gives priority of enrolment.

In those parishes with more than one primary school, the designated enrolment catchment area for each school is determined by DOSCEL (see below). For secondary schools, it will be those parishes designated as 'priority parishes' by DOSCEL.

**Diocesan Bishop:** the person entrusted with the care of the Diocese over which he holds ordinary jurisdiction. He is responsible for teaching doctrine, governing Catholics in his jurisdiction, sanctifying the faithful of his Diocese, and representing the Church.

**Diocese of Sale Catholic Education Limited (DOSCEL):** a not-for-profit organisation that carries on and promotes the charitable activities of the Diocese of Sale in connection with education, in particular to support and advance Catholic education through its operation of the schools.

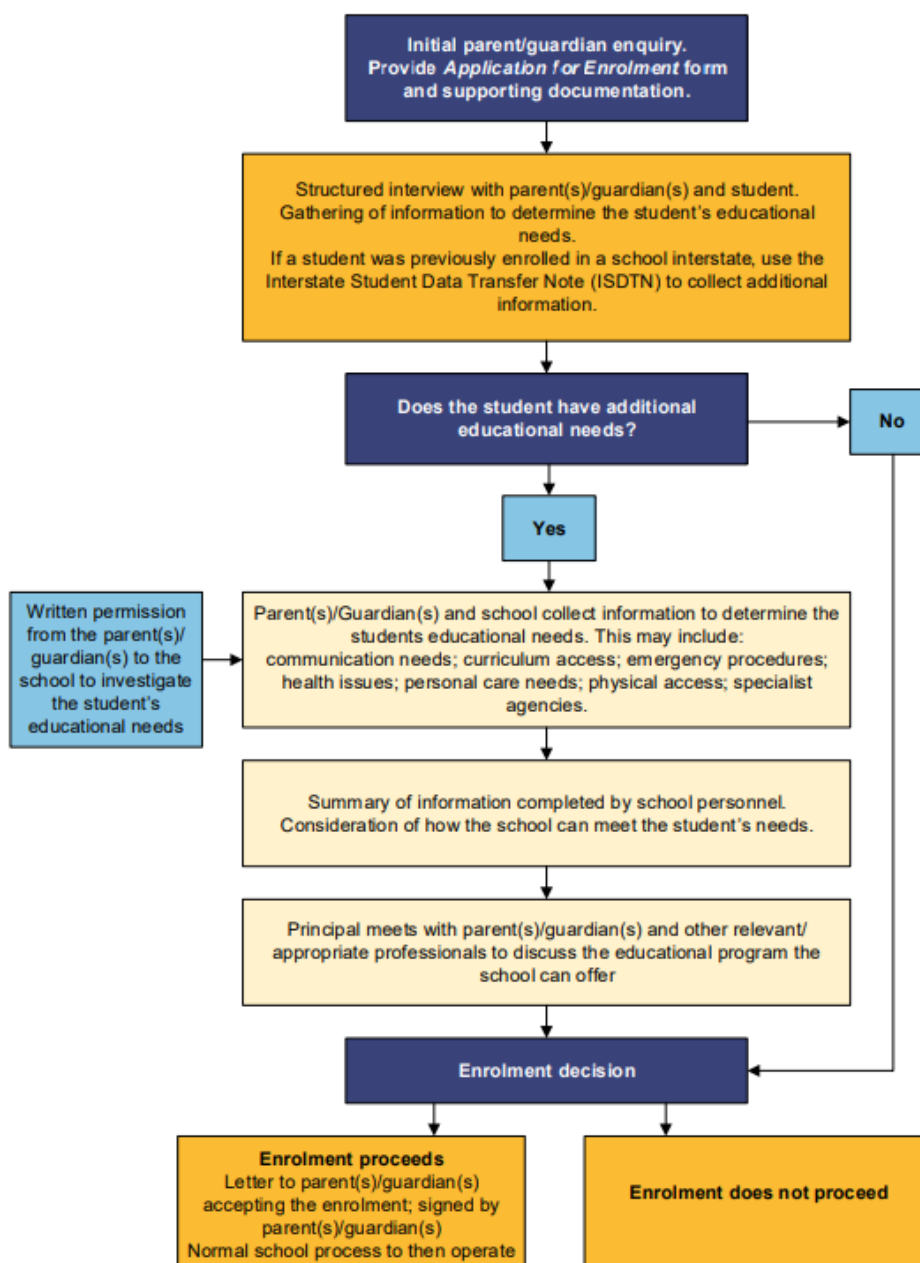
**Parish:** the local parish as defined by its geographical boundaries.

## 6.0 PROCESSES AND PROCEDURES

### 6.1 Enrolment Process Flowchart

The College will follow the enrolment process as outlined in the Enrolment Process Flowchart below.

All enrolment offers are made at the discretion of the Principal, who needs to be satisfied, based on advice, collected information and professional judgement, that there is a reasonable expectation that an applicant is ready to benefit from the educational programs and structures of the College.



## **6.2 Enrolment Criteria**

At the discretion of the Principal, preference will normally be given to students in the following order:

- 1.** Children baptised as Catholics and siblings of students already attending the school.
- 2.** Catholic children who attend a Catholic school in the designated enrolment catchment area. At the College, the priority Catholic parishes/primary schools in the designated catchment area are:
  - St Mary's Primary School, Sale
  - St Thomas Primary School, Sale
  - St Mary's Primary School, Maffra
  - St Michael's Primary School, Heyfield
  - St Patrick's Primary School, Stratford
  - St Mary's Primary School, Yarram
- 3.** Catholic children from non-Catholic schools whose families are active members of the local parish.
- 4.** Children who have been enrolled in a Catholic school in the designated enrolment catchment area.
- 5.** Catholic children who attend a Catholic school but reside outside the designated enrolment catchment area.
- 6.** Catholic children from non-Catholic schools who reside outside the designated enrolment catchment area, who:
  - (a) cannot obtain a place in their designated secondary school; or
  - (b) can obtain a place in their designated secondary school but choose not to accept such a place.
- 7.** Children who have been enrolled in a Catholic school outside the designated enrolment catchment area.
- 8.** Catholic children who reside in other parishes and who could have gained enrolment in their parish secondary school.
- 9.** Children from families who belong to any Orthodox Church.
- 10.** Non-Catholic families seeking a Catholic education for their child/children.

The date on which the application for enrolment is received is an important factor. Late applications will be considered in accordance with the enrolment criteria and the date of receipt.

The College maintains the right to reserve enrolment places for Catholic families new to the area.

## **6.3 Enrolment of Students from Interstate**

When enrolling students whose previous school was interstate, the College uses the protocols of the Interstate Student Data Transfer Note (ISDTN). This is a mandatory requirement of the Australian Government.

The College initiates and manages this process, being sensitive to the needs of parents, guardians, or carers, as well as student consent requirements for the provision of information.

## 6.4 Privacy

The College collects personal information, including sensitive information regarding parents, guardians or carers and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and to provide for the best interests of students. Refer to the College's *Privacy Policy* (available on the College website) for more information.

## 6.5 Concerns regarding Student Wellbeing and Safety

If, in the course of the enrolment process, the College becomes aware that there are issues in relation to the wellbeing and safety of a student, or proposed student, or any risk of family violence, the College will consider whether a request for information should be made under the Victorian Child Information Sharing Scheme (CISS) or Family Violence Information Sharing Scheme (FVISS), or whether any information should be voluntarily provided to another prescribed Information Sharing Entity (ISE) under the CISS or FVISS. Other ISEs include Victoria Police and family violence specialist services.

The College will not use the CISS and/or FVISS to unlawfully restrict, limit or remove access to education services, for example, to 'screen' children and families prior to enrolment contrary to the best interests of a child or young person.

For more information about this, refer to our *Child Safety and Family Violence Information Sharing Schemes Policy*, accessible from the College website.

## 6.6 Enrolment of Students with Additional Needs

The College welcomes parents, guardians or carers who wish to enrol a student with additional needs and will do everything possible to accommodate the student's needs, provided that an understanding has been reached between the College and parents, guardians or carers prior to enrolment regarding:

- the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the student's additional learning needs (for example, giftedness or an experience of trauma);
- the nature of any additional assistance that is recommended/appropriate to be provided to the student (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other education interventions as may be relevant);
- the individual physical, functional, emotional or educational goals that are appropriate to the student, and how the parents, guardians or carers and the College will work in partnership to achieve these goals;
- any limitations on the College's ability to provide the additional assistance requested.

## 7.0 COMPLAINTS

When a parent, guardian or carer is unhappy with the way the College has managed an enrolment application, they are encouraged to enact the procedures outlined in the College's *Complaints Management Policy*.

If the complaint remains unresolved and/or the parent, guardian or carer is dissatisfied with the outcome, the Principal may organise a process of mediation.

## 8.0 LEGISLATION AND RESOURCES

- *Education and Training Reform Act 2006* (Vic.)
- *Child Wellbeing and Safety Act 2005* (Vic.)
- *Family Violence Protection Act 2008* (Vic.)
- *Family Violence Protection (Information Sharing) Regulations 2018*

- *Child Wellbeing and Safety (Information Sharing) Regulations 2018*
- Education Council (Cth) Interstate Student Data Transfer Note and Protocol for Non Government Schools

## 9.0 RELATED POLICIES AND DOCUMENTS

- Application for Enrolment
- Child Safety and Family Violence Information Sharing Schemes Policy
- Complaints Management Policy
- Enrolment Agreement
- Privacy Policy
- Privacy Standard Collection Notice
- Tuition Fees Policy

## 10.0 MONITORING AND REPORTING

**The Board** is responsible for monitoring the implementation of this Policy and for providing reports as required to the members of the company, i.e., the Bishop of Sale and the Provincial of the Marist Brothers Australia Limited (MSA Ltd).

**The Principal** is responsible for:

- Ensuring compliance with the obligations outlined in this Policy;
- Assigning authority, responsibility and accountability at appropriate levels within the College for policy implementation and compliance;
- Providing delegated staff with the direction, support and resources necessary to fulfil policy requirements;
- Ensuring cyclic reviews of the policy and recommending to the Board any revisions that may be required to accommodate changes in legislation and diocesan directives;
- Reporting and escalating concerns, issues and policy breaches to the Board and working collaboratively with the Board to resolve them.

## 11.0 APPROVAL

<b>Approved by</b>	CC Sale Ltd Board
<b>Person(s) Responsible</b>	Principal
<b>Date(s) Reviewed or Updated</b>	March 2023
<b>Next Review Date</b>	December 2025