



# CATHOLIC COLLEGE SALE

## ENROLMENT POLICY

(ratified 29 May 2020)

### 1. Purpose

The purpose of this policy is to provide clarity of processes and procedures for parents/guardians seeking to enrol their child at Catholic College Sale (the College). This policy exists in accordance with overarching Enrolment Policy of the Diocese of Sale Catholic Education Ltd (DOSCEL).

When considering the enrolment of students, the College will apply the principles and procedures contained within this Policy.

### 2. Beliefs

Catholic College Sale –

- a) Is a community whose mission is to provide its members with a holistic education which takes place in an environment formed by the teaching and values given by Christ in the Gospels.
- b) Strives to be authentically Catholic and faithful to the tradition and teachings of the Catholic church.
- c) Recognises that the primary educator of the child is the parent/guardian.
- d) Has a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need.
- e) Supports parents who seek a Catholic education for their children; 1

### 3. Principles

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

1. The College Principal is responsible for all enrolments to the College and reserves the right to consider all applications on their merit. This responsibility is delegated by the Governors of the College, being the Bishop of Sale and the Provincial of the Marist Brothers;
2. Strive to be authentically Catholic and faithful to the tradition and teachings of the Church;
3. A community whose mission is to provide its members with a holistic education which takes place in an environment formed by the teachings and values Christ gave us in the Gospel;
4. The College community strives for strong partnerships with the parishes it serves;
5. 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 School and acknowledge the importance of religious education for their children;

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6. 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 by the College at the time of enrolment and may put in place payment arrangements, such as fee concessions;
7. Have particular responsibility to welcome, accept and support those who are poor, marginalised and in most need;
8. Have a responsibility to ensure that the requirements of State and Commonwealth legislation are met when processing enrolments;
9. When applying for enrolment to the College, parents/carers are required to give written commitment to:
  - a. Respect and agree to support the Catholic identity and ethos of the College and acknowledge the importance of religious education for their children;
  - b. Support the College financially as prescribed in the College [fees schedule](#).
  - c. Respect and abide by all College policies and listed and altered from time to time, on the [College website](#);
10. Upon applying for enrolment to the College, the applying child is required to give written commitment to abide by the Code of Conduct for student behaviour, as it is stated and varied from time to time, and to abide by all College policies applicable to students;
11. Processing applications from students with additional or special needs, the College authority assess capacity to provide adequate resources and facilities such to ensure that the College can provide effective teaching for the additional or special needs of their students;
12. The pastoral needs and coherence of the total student body needs to be taken into account when accepting an enrolment;
13. Enrolment at Catholic College Sale is ongoing, providing the eligibility criteria and the College's expectations continue to be met;
14. A senior, enrolled student who moves to independent living status is subject to the College's Independent Students Policy;
15. The College financial perspective is that it is necessary that the College meets its enrolment quota for each year level, in preparation for the new School year. On occasion the College has made an effort to leave vacancies for late applications, places cannot be left vacant which jeopardise full enrolment being achieved
16. All prospective students are required to demonstrate that they have received the required immunisation, or have explanatory documentation in the event this is not the case;
17. Have a responsibility to promote enrolment in Catholic primary and secondary Schools;

#### **4. Enrolment Criteria**

Within the context of the enrolment principles and guidelines, the criteria set out below, which are listed in priority order, are provided for Catholic primary and secondary schools to consider when the number of enrolment applications exceed a school's available places.

The following procedures apply to enrolment applications which are received by the published closing date.

Enrolment in Catholic secondary schools is prioritised as follows:

1. Children baptised as Catholics and siblings of children already attending the school.
2. Catholic children who attend a Catholic school in the designated enrolment catchment area.
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:
  - i. cannot obtain a place in their designated secondary school; or
  - ii. 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.

## **5. Enrolment Process**

At Catholic College Sale:

- a. Enrolment enquiries can be made at any time via the Enrolment Officer.
- b. A \$50.00 (non-refundable) application fee is due to be paid on submission of the application form.
- c. Year 7 enrolments prior to the commencement of the school year.
  - i. Enrolment applications are submitted during the preceding year, via College Reception (St Patrick's Campus);
  - ii. The closing date for enrolment applications is the start of June, in the preceding year, which is approximately five (5) weeks after an annual College Open Day.
  - iii. All families are required to attend an interview with the Principal and College Representatives, which will be coordinated by the Enrolment Officer;
  - iv. The Principal and College Leadership will discuss enrolments prior to decisions regarding applicant acceptance;
  - v. When a waiting list exists, the Deputy Principal Student Learning and Wellbeing will contact waiting families as vacancies arise;
- d. All other enrolment applications.
  - i. All other Enrolment Applications are submitted to the Enrolment Officer via the College Reception (St Patrick's Campus);
  - ii. The Enrolment Officer will coordinate for a family interview with an appropriately delegated College representative;

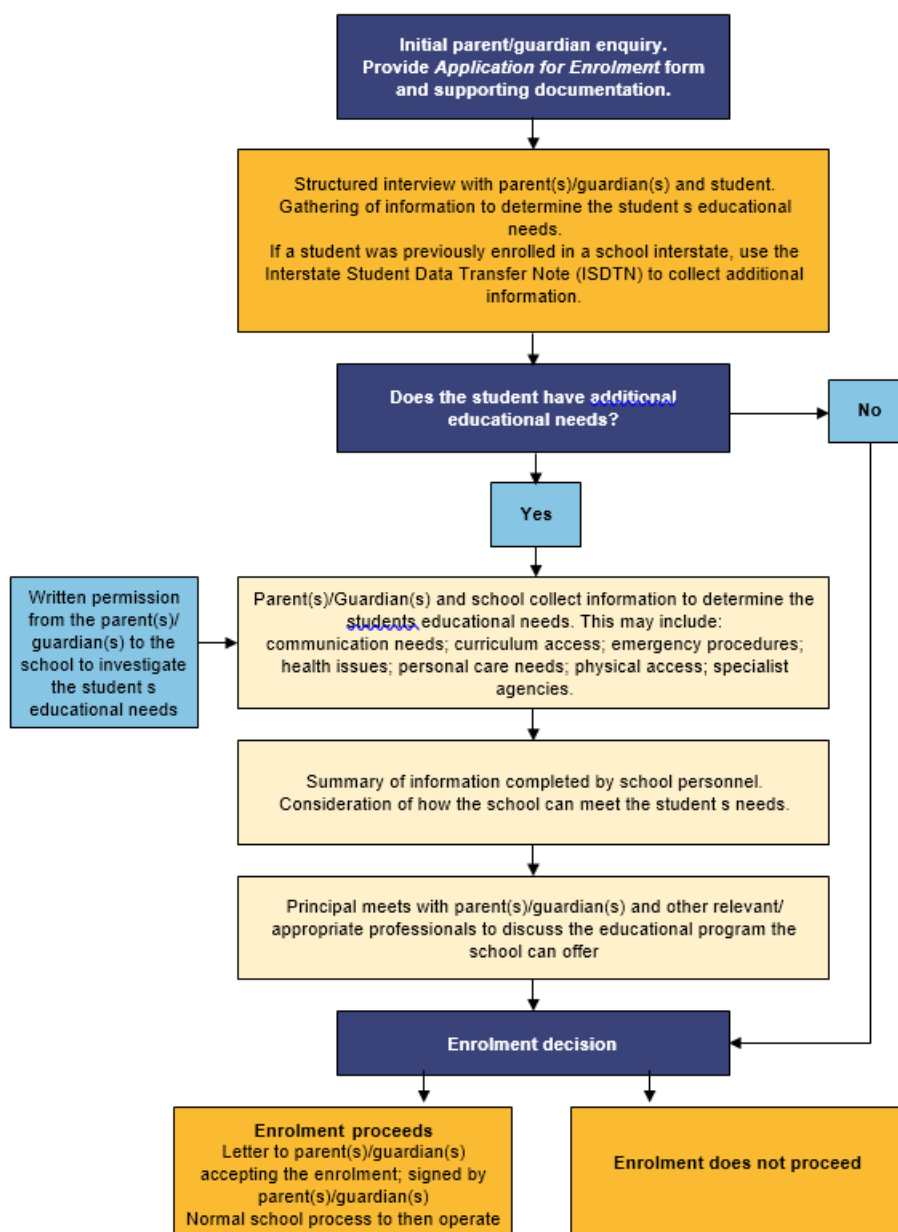
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- iii. The Principal will determine enrolment acceptance, with the family notified as soon as practicable;
- iv. In regard to students transferring from another secondary school, the Principal or delegated College representative will contact the applicant's previous school, to be informed of the pastoral and academic history and needs of the applicant. The College reserves the right to refuse an enrolment if the enrolment is not in the best interest of the student or the College.
- e. Every family seeking enrolment at Catholic College Sale is given a copy of the College's Enrolment policy and a College Prospectus, which contains the Enrolment application form.

## 6. Enrolment Process Flowchart

Schools are required to follow the enrolment process as outlined in the following Enrolment Process Flowchart.



## **7. Compulsory Enrolment Age**

In accordance with the Education and Training Reform Act 2006, it is compulsory for children and young people aged between six and 17 years of age to be enrolled in a Victorian school.

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

In exceptional circumstances, a child who is under the minimum starting age, may be enrolled with the approval of the Director of Catholic Education, Diocese of Sale.

## **8. 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 parents/guardians/student consent requirements for the provision of information.

All relevant documents and information are available on the Education Council website [www.educationcouncil.edu.au](http://www.educationcouncil.edu.au) / Reports and Publications / ISDTN / Non-Government Schools.

## **9. Complaints**

Catholic College Sale recognises that it is in the best interest of students for there to be a trusting and cooperative relationship between parents/carers and the School. Complaints are an important way for the School community to provide information and feedback to the School. The College considers every complaint providing a valuable opportunity for reflection and learning.

In accordance with the College's Complaints Resolution Policy, all complaints are actioned fairly, efficiently, promptly and in accordance with relevant legislation.

We ask that, where appropriate, to raise the matter directly with the relevant staff member. If that is not appropriate or the issue was not addressed to your satisfaction, please contact the Principal on (03) 5143 9700.

If you have been unable to resolve a matter informally, or simply wish to make a formal complaint you can do so by any of the following means:

1. Sending an email to [contactus@ccsale.catholic.edu.au](mailto:contactus@ccsale.catholic.edu.au).
2. Writing a letter to the College addressed to "The Complaints Manager".
3. Telephoning the College and asking to speak to The Principal.

When it is unlikely that a complaint will be resolved using the school's complaint-handling procedures the principal will seek advice from DOSCEL.

When a parent/guardian is not satisfied with the manner in which their complaint has been treated by the school, or their complaint is about the principal of the school, parents/guardians should contact the Executive Manager: Industrial Relations / Human Resources, DOSCEL.

Contact:

Executive Manager: Industrial Relations / Human Resources Diocese of Sale

Catholic Education Limited

6 Witton Street (PO Box 322)

Warragul 3820

Phone: (03) 5622 6600

Email: [complaints@ceosale.catholic.edu.au](mailto:complaints@ceosale.catholic.edu.au)

All concerns and complaints lodged with DOSCEL about a Catholic school in the Diocese of Sale will be addressed in accordance with our Complaints and Grievances Management Policy.

## 10. References

Related legislation, policy and documents:

- Education and Training Reform Act 2006
- Complaint Resolution Policy
- DOSCEL Complaints and Grievances Policy
- DOSCEL Enrolment Policy
- DOSCEL Enrolment Handbook
- Application for Enrolment form

## 11. Policy responsibility and review

This policy will be reviewed by the Leadership team as a part of the policy review cycle.

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