



*With Jesus Christ as our inspiration and guide, we are called to provide high-quality Catholic education in the Diocese of Bathurst'*

## ENROLMENT POLICY

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### 1. MISSION AND VALUES

In partnership with the family, parish and community, our schools nurture a relationship with Jesus, celebrate and share the Catholic faith, and educate to enable all to make a positive contribution to the world.

We are therefore committed to:

- An acknowledgement and promotion of Catholic education as an integral part of the mission of the Church
- Communities being places of evangelisation providing opportunities for a personal encounter with Jesus Christ.
- The provision of a safe, inclusive and professional learning environment
- Partnership with parents who are the first educators of their children in the ways of the faith
- Recognition of the diverse needs of learners
- Excellence in learning and teaching.
- Just and right relationships that recognise and respect the dignity of each individual

The Bishop of Bathurst has responsibility for the development and formation of the Catholic people within the geographic region of the Diocese. This responsibility includes the religious formation of the children of Catholic parents. To assist him in this, a system of Catholic schools has been established across the diocese under the guidance of Catholic Education Diocese of Bathurst.

Each Catholic school in the Diocese of Bathurst *'participates in the evangelising 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 evangelisation, of complete formation, of inculturation, of apprenticeship in a lively dialogue between young people of different religions and social backgrounds."* **The Catholic School on the Threshold of the Third Millennium**

### 2. PURPOSE

The purpose of this policy is to clarify the agreed practices at Catholic Education Diocese of Bathurst (CEDB) in relation to addressing enrolment applications.

Processes outlined in this policy are to be followed by all CEDB schools and form the basis for procedures at the local level. The implementation of enrolment procedures requires appropriate consultation between the principal and the Parish Priest. Upon enrolment, parents enter into a partnership with the school, requiring them to support the ethics and philosophy of the Catholic school, to provide all relevant learning/behavioural needs pertaining to their child.

### 3. EXPECTATIONS

It is expected that all staff, community and students at CEDB and in CEDB schools will adhere to the scope and procedures outlined in this document as these are the agreed practices of CEDB. A local Policy is not required.

#### **Parents are responsible for:**

- enrolling their children of compulsory school age in a government or registered non-government school or registering them with the NSW Education Standards Authority (NESA) for home-schooling or distance education
- completing in full an *Application for Enrolment Form* including it being signed by parents/carers
- providing all relevant documentation for enrolment to proceed
- providing information regarding all relevant learning/behavioural needs pertaining to their child
- meeting their obligations regarding the payment of school fees
- providing an explanation for student absence within seven calendar days of the absence
- informing the school if they are moving to another school and completing an Exit Form
- completing an *Application for Exemption from Attendance at School* for individual students, which may be granted if the Executive Director of Catholic Schools in the Bathurst Diocese, Consultant to Schools and Principals are satisfied that conditions exist which make it necessary or desirable subject to conditions and limited to a period specified in the certificate.
- or alternatively completing an *Application for Exemption from Enrolment at School* for individual students, which may be granted if the Minister or delegate is satisfied that conditions exist which make it necessary or desirable subject to conditions and limited to a period specified in the certificate.

#### **The Principal is responsible for ensuring that:**

- Enrolment Applications from parents of children of compulsory school age, are thoroughly reviewed with a view to possibly enrolling the student, This includes sighting all required documentation.
- meetings are held with parents, and possibly Parish Priests, to ensure the requirements of the individual child can be addressed and the school can adequately cater for their needs
- parents are informed in writing of the success, or not, of their application.

### 4. DEFINITIONS

**Special Pastoral Circumstances** – the nature and extent of special pastoral circumstances or considerations include but are not limited to:

- children from refugee or other marginalised circumstances;
- the pastoral care of the student due to family dislocation;
- links to the parish or school communities through the involvement of grandparents and the extended family; or
- any other special circumstances as judged appropriate by the Principal/Parish Priest.

**Students with Additional Learning Needs** – is an inclusive term referring to students with conditions, circumstances or behaviours that interfere with, or impede schooling to such an extent that special educational arrangements and provisions are required.

**Students on Visas** - these students must be enrolled in accordance with the requirements of their particular Visa. Guidance can be obtained from [NSW DoE Docs](#) but the actual process must be overseen by the CEDB Consultant to Schools.

### 5. GUIDELINES

These guidelines are required to be followed by all systemic Catholic Schools in the Diocese of Bathurst.

1. Each systemic Catholic school has a particular responsibility to accept and support those who are poor, marginalised and in most need. Therefore, no student should be refused enrolment or be disadvantaged because of the inability to meet financial requirements
2. Each school is to devise strategies to support and encourage enrolment applications from Aboriginal and Torres Strait Islander families
3. The diocesan *Application for Enrolment Form* is to be utilised for the enrolment process, completed in full and signed by parents/carers. All required documentation is to be supplied with the Application for Enrolment.
4. No enrolment application fee is to be charged to families by primary schools. If a secondary school charges an enrolment application fee, it will be deducted from the term one fee account
5. The time of enrolment is an opportunity for dialogue, reflection and mutual discernment about the individual circumstances and the spiritual/learning journey of the student in the context of the family and the religious purposes of the school in the life of the parish. Interviews will therefore be conducted as part of the application process. In addition, an interview with the Parish Priest *may* occur with parents of children who are not baptised.
6. Priority in enrolment will be as follows:
  1. Baptised Catholic students living within the parish/school area
  2. Siblings of students already attending the school whose families have demonstrated ongoing support for the Catholic mission of the school
  3. Baptised Catholic students living outside the parish/school area
  4. Students of families who have “special pastoral circumstances” as assessed by the Principal/Parish Priest
  5. Non-Catholic students with a Catholic parent or care-giver
  6. Non-Catholic students whose parents wish them to have a Christian education and agree for them to participate in the religious education program of the school and who are prepared to support the Catholic mission of the school.

For secondary school enrolments wherever feasible, students who attend a local Catholic primary school should have the opportunity to continue their education within the Catholic system where the family has supported the Catholic mission of the school.

7. Decisions regarding enrolment applications are to be communicated to parents formally in a letter with the principal’s signature.
8. Children must be enrolled in the name on their birth certificate or passport.
9. By law, all children in NSW must be enrolled in school by their sixth birthday. As a guideline, a child may be enrolled to commence Kindergarten in a diocesan Catholic school if they turn five on or before 31 July in that year.
10. A student’s previous school may be contacted as part of the enrolment process. A copy of the student’s most recent school report must be provided as part of the application process.
11. The enrolment of all students, irrespective of individual circumstances or attributes, must first be considered according to the enrolment criteria detailed in this policy.
12. When considering the enrolment of students with additional learning needs schools must follow the enrolment procedure outlined in the diocesan *Guidelines for Enrolment of Students with Additional Needs*. This will ensure that the individual needs of the student as well as the capacity of the school to meet these needs effectively, will be carefully considered and be consistent with the relevant legislative framework.
13. An Application for Enrolment may not be successful if the student has been expelled or suspended from another school, if the student has a criminal record, or if there are outstanding school fee issues.
14. For students transferring from another State or Territory the processes outlined in the Interstate Student Data Transfer Note (ISDTN) must be followed and completed. These processes and documents can be found at [ISDTN documents and information](#)

## 6. PROCEDURES

Procedures for Application for Enrolment are outlined in this policy and available from each Diocesan school.

1. Applications for Enrolment are available from each Catholic School in the Bathurst Diocese.
2. Applications are completed in full and signed by parents before being returned to the School Office.
3. All required documentation is to be supplied with the Application for Enrolment.
4. Additional information, if required, should be included with the application. This is particularly relevant to Students with Additional Needs.
5. The school Principal and Parish Priest will consult upon the Applications received. This will include taking into consideration specific areas and enrolment priorities.
6. Application Interviews will be conducted as appropriate. These may include Parish Priests, specialists, support teachers or others for Students with Additional Needs.
7. Parents are informed in writing, of the success or not of their application, through an offer of a placement in the school.
8. Offer is accepted by the parent in writing, and student information is entered into the school Enrolment Register ready for commencement on the negotiated date.

## 7. LEGISLATIVE FRAMEWORK

1. *Education Act 1990*
2. *The Disability Discrimination Act 1992*
3. *Disability Standards for Education 2005*

## 8. RELATED POLICIES AND GUIDELINES

1. *Guidelines for Enrolment of Students with Special Learning Needs* Catholic Education Diocese of Bathurst
2. *Attendance Policy* Catholic Education Diocese of Bathurst
3. *Suspension Transfer and Termination of Enrolment Policy* Catholic Education Diocese of Bathurst

## 9. POLICY ADMINISTRATION

This policy has been ratified by the Executive Director of Schools and will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

It is the responsibility of anyone accessing this document to ensure that the current version is downloaded from CEDB website.

Date of Implementation	2015
Date of Last Review	2019
Date for Next Review	2023

### Appendix

Appendix 1 Enrolment Form Catholic Education Diocese of Bathurst

**Please contact your local school for an Application for Enrolment Form**