



## ENROLMENT POLICY

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## 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 its 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 the Catholic Education Diocese of Parramatta (CEDP) is guided by these four priorities.

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## 2. SCOPE

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

All Applications for enrolment are considered in accordance with this Policy.

The Enrolment Application Form, once accepted and signed by parents/carers, is a contractual agreement lived out in the context of our commitment to the integration of faith and life. By entering into the Enrolment Agreement, parents, 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.

**Application** means the process of applying for enrolment.

**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.

**CEDP** means the Catholic Education Diocese of Parramatta.

**CEDP system** means all systemic schools that are part of the Catholic Education Diocese of Parramatta.

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

**Enrolment Agreement** means the part of the Enrolment Application Form that is signed by the parents/carers and the payment of deposit on behalf of the student, after receiving the letter of offer from the principal.

**Enrolment Application Form** is the document that requires completion for the enrolment process to begin, finalised and binding.

**Orthodox** means those members of an Orthodox Church eg 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 CEDP 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 Application to be on a waiting list for that oversubscribed school.

## 4. POLICY

- 4.1** CEDP's *intent* is to transform the learning of each student and enrich the professional lives of staff within a Catholic learning community.
- 4.2** CEDP 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** CEDP system schools *welcome* students and families from a diverse range of backgrounds and needs.
- 4.4** CEDP 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 Mark's Stanhope Gardens) as they progress to another school within that community;
  - 4.5.3** students who are Catholic and from another CEDP school;
  - 4.5.4** of similar priority, students:
    - 4.5.4.1** of Catholic families who worship or live in the school's parish;
    - 4.5.4.2** who are non-Catholic and who have been enrolled in a CEDP school for at least the last two years;
  - 4.5.5** 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 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 as an application to a specific CEDP school.
- 4.10** If an 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 CEDP school if places are available, and
  - 4.10.3** receive an offer of support from CEDP to be considered for enrolment at another CEDP 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 Application, with the earliest Application given priority.
- 4.13** All parents whose Application to their first choice of school is not successful, will be actively supported by CEDP for enrolment at another CEDP 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 6th 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 CEDP school, transfers within the CEDP 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 CEDP to assess your application. If the needs of your child change following acceptance of enrolment, you must advise CEDP promptly of the change and provide updated disclosure of all relevant information to enable CEDP to assess whether it can continue to meet the needs of your child. If CEDP not receive full disclosure of all relevant information or no longer be able to meet those needs, it reserves the right to terminate the enrolment.

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## 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 CEDP by phone on (02) 9840 5600 or by email at [cl@parra.catholic.edu.au](mailto:cl@parra.catholic.edu.au).

- Enrolment Instructions form
- Form A Enrolment Application
- Form B Consent Form and Data Collection
- Form C Overseas and Exchange Students Application form
- Enrolment Overseas Students Guidelines

### 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
- Privacy Policy
- Information Sharing Policy
- Standard Collection Notice
- Responsible Use of ICT and Social Media for Students Guidelines
- Managing Complaints Policy

## 6. FURTHER INFORMATION

If you would like further information about this Policy, contact the Community Liaison Unit on (02) 9840 5796 or via email [cl@parra.catholic.edu.au](mailto:cl@parra.catholic.edu.au).

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