



## ENROLMENT POLICY

### 1.0 INTRODUCTION

This Enrolment Policy applies to all primary and secondary Catholic schools managed and operated by Diocese of Sale Catholic Education Limited (**DOSCEL**) in the State of Victoria (**Schools**). This Policy also applies to the DOSCEL Secretariat.

Catholic children have, by baptism, a right to a Catholic education. Therefore, our Schools give priority to children baptised as Catholics. They also support parents/guardians who seek a Catholic education for their children.

It is from their Catholic identity that our Schools derive their fundamental characteristics and structure as a genuine instrument of the Church.

### 2.0 PURPOSE

This policy provides clarity of processes and procedures for enrolment of children in Catholic schools managed and operated by DOSCEL. A listing of the schools managed and operated by DOSCEL is available on the DOSCEL website [www.doscel.catholic.edu.au](http://www.doscel.catholic.edu.au)

When considering the enrolment of students into a Catholic primary or secondary school, our Schools will apply the principles and procedures contained within this Policy.

### 3.0 PRINCIPLES

The following enrolment guiding principles give direction in determining enrolment processes and procedures for our Schools.

- 3.1** Strive to be authentically Catholic and faithful to the tradition and teachings of the Church.
- 3.2** 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 Gospels.
- 3.3** The Catholic school community strives for strong partnerships with the parish/parishes it serves.
- 3.4** Families who choose a Catholic school 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.
- 3.5** 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 by our Schools at the time of enrolment. Schools may put in place payment arrangements, such as fee concessions.

- 3.6** Have a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need.
- 3.7** Have a responsibility to ensure that the requirements of State and Commonwealth legislation are met when processing enrolments.
- 3.8** Have a responsibility to promote enrolment in Catholic primary and secondary schools.

## **4.0 DEFINITIONS**

**Catholic child:** is considered to be Catholic if they are a member of the Catholic Church, usually established with a Certificate of Baptism.

**Catholic school:** is one which 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. For the majority of primary schools, this will be the parish to which the school belongs.

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

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

**Diocese of Sale Catholic Education Limited:** is 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. The principal is responsible for the administration and management of the day to day operation of the school.

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

## **5.0 PROCESSES AND PROCEDURES**

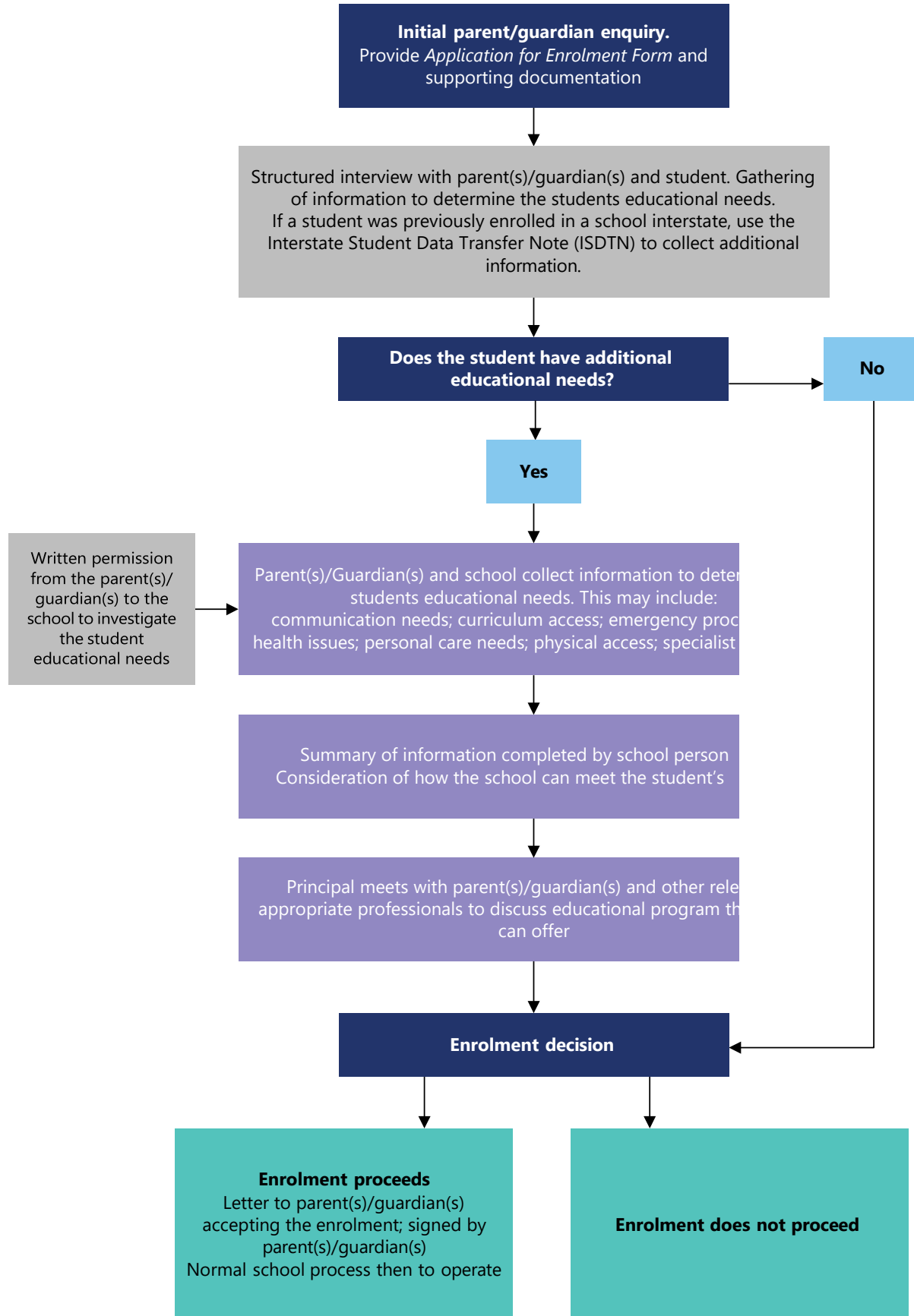
It is expected that children will enrol in the Catholic school serving the parish in which they reside.

It is recognised that a range of circumstances affect schools when making enrolment decisions. These circumstances vary from year to year and require each school to make allowances for their specific needs.

In exceptional situations where Catholic children who reside in other parishes cannot obtain places in their local parish school, or if families request enrolment outside their local parish, it is expected that communication will occur between the Chief Operations Officer, DOSCEL, in consultation with the parish priest, and principal.

## 5.1 Enrolment Process Flowchart

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



## 5.2 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.

### 5.2.1 Primary Schools

Enrolment in Catholic primary schools is prioritised as follows:

- I. Children baptised as Catholics and siblings of children already attending the school.
- II. Catholic children who are members of the designated parish community.
- III. Catholic children from non-Catholic primary schools whose residential address is in the designated parish.
- IV. Catholic children who reside in other parishes and who could have gained enrolment in their parish school.
- V. Children from families who belong to any Orthodox Church.
- VI. Non Catholic families seeking a Catholic education for their child/children.

### 5.2.2 Secondary Schools

Enrolment in Catholic secondary schools is prioritised as follows:

- I. Children baptised as Catholics and siblings of children already attending the school.
- II. Catholic children who attend a Catholic school in the designated enrolment catchment area.
- III. Catholic children from non-Catholic schools whose families are active members of the local parish.
- IV. Children who have been enrolled in a Catholic school in the designated enrolment catchment area.
- V. Catholic children who attend a Catholic school but reside outside the designated enrolment catchment area.
- VI. 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.
- VII. Children who have been enrolled in a Catholic school outside the designated enrolment catchment area.
- VIII. Catholic children who reside in other parishes and who could have gained enrolment in their parish secondary school.
- IX. Children from families who belong to any Orthodox Church.
- X. Non-Catholic families seeking a Catholic education for their child/children.

### 5.3 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 in accordance with 5.4 of this Policy.

### 5.4 Enrolment of Children Under the Minimum Enrolment Age

The enrolment of students under the minimum starting age of four years and eight months is not recommended.

In those situations, where a parent/guardian seeks enrolment of a child under the minimum starting age and the principal agrees to enrol the child in their school, the approval of the Director of Catholic Education, Diocese of Sale (**Director of Catholic Education**) is required before enrolment can occur.

An *Application for Early Age Entry to School* form must be submitted to the Director of Catholic Education, by the principal, for approval to be sought. The *Application for Early Age Entry to School* form is available on the DOSCEL website [www.doscel.catholic.edu.au](http://www.doscel.catholic.edu.au)

Supporting documentation from appropriate health or educational professionals detailing substantive reasons for early school entry must be attached to the application, as well as a letter from the parent(s)/guardian(s) requesting an exemption from the policy.

It is the responsibility of the parent/guardian to provide the principal with all appropriate documentation for submission to the Director of Catholic Education for consideration. Approval for early age enrolment will only be granted in exceptional circumstances.

### 5.5 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.

## 5.6 Concerns regarding Student Wellbeing and Safety

If, in the course of the enrolment process, the school 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, it must consider whether a request for information should be made under the 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.

Decisions regarding information sharing must be made in accordance with the Family Violence Multi-Agency Risk Assessment and Management Framework.

The CISS and/or FVISS must not be used by Schools or the DOSCEL Secretariat 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 further information, see: [Information Sharing and Family Violence Reforms Contextualised Guidance](#), [Child Information Sharing Scheme Ministerial Guidelines](#), [Family Violence Information Sharing Guidelines](#), and [Family Violence Multi-Agency Risk Assessment and Management Framework](#).

## 5.7 Complaints

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

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@doscel.catholic.edu.au](mailto:complaints@doscel.catholic.edu.au)

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

## 6.0 EXPECTED OUTCOMES

Schools and families in the Diocese of Sale have an enrolment policy that is clear and transparent to guide them in the enrolment process.

## 7.0 REFERENCES

- [Education and Training Reform Act 2006](#)
- *DOSCEL Complaints and Grievances Management Policy*
- *Application for Enrolment form*
- *Application for Early Age Entry to School form*
- [Education Council - Interstate Student Data Transfer Note](#)
- [Child Wellbeing and Safety Act 2005 \(Vic.\)](#)
- [Child Wellbeing and Safety \(Information Sharing\) Regulations 2018](#)
- [Family Violence Protection Act 2008 \(Vic.\)](#)
- [Family Violence Protection \(Information Sharing\) Regulations 2018](#)
- [Child Information Sharing Scheme Ministerial Guidelines](#)
- [Family Violence Information Sharing Guidelines](#)
- [Family Violence Multi-Agency Risk Assessment and Management Framework](#)
- [Information Sharing and Family Violence Reforms Contextualised Guidance](#)

## 8.0 REVIEW

**Implementation Date:** December 2019

**Updated:** April 2021

**Review Date:** September 2025 – Reviewed by leadership