

Enrolment

1. Context

Catholic Education, Diocese of Parramatta (CEDP) provides Catholic education on the basis of the parents' enrolment agreement, ongoing partnership between the school and parents, and the student's cooperation in meeting the expectations of the school community.

The Application for Enrolment, once accepted by parents and school principal is a contractual agreement lived out in the context of our commitment to integration of faith and life.

These Guidelines apply to every enrolment in a CEDP school.

2. What is enrolment?

Enrolment of a student in a CEDP school occurs when:

1. parents complete an application for enrolment and provide all necessary documentation in support of the application
2. the school principal evaluates and accepts the application
3. parents and the principal sign the enrolment agreement and school fees are paid as agreed.

3. Preferential option for the poor

No student is declined enrolment because of a parent's genuine inability to pay school fees. Parents who experience difficulty with paying school fees are encouraged to consult with the school principal. Principals may consider the availability of the Byallawa co-contributions scheme and the Bishop Manning Scholarship fund provisions.

4. The evangelising mission of Catholic education

CEDP is committed to:

- the integration of faith and life
- providing young people with opportunities to know and love God.

Enrolment is contingent on the acceptance of and respect for the Catholic mission of our schools.

5. Kindergarten enrolment

School readiness is a significant factor for parents and the school in determining enrolment in kindergarten. Children whose fifth birthday occurs on or before July 31 may be considered for enrolment in kindergarten for the following year.

6. Conditions for enrolment

Principals should prioritise enrolments consistently with our:

- Enrolment Procedures,
- these Guidelines,
- Enrolment Additional Needs Guidelines and
- Enrolment Visa and Overseas Student Guidelines.

Where places are limited priority is to be allocated in the following order:

- children of Catholic families in the local parish
- children of Catholic families who live outside the parish geographic boundaries but regularly attend the school's local parish
- children of Catholic families who are parishioners of another parish
- children of families who actively participate in the life of the school and local parish community
- children of Orthodox families
- 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
- children of 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
- children who, with their parents, respect and agree to support the Catholic mission of the school including the faith education it offers for their children

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103900

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Service area
System Performance

Location
Public

Head policy
Enrolment Policy



Catholic Education
Diocese of Parramatta

Provided that:

- siblings of presently enrolled children will have preference over applicants who have no sibling in the school within each category in the priority list
- a child who has completed primary education in a Catholic parish-based primary school will usually be offered continuity of enrolment in a Catholic secondary school.

7. Maintenance of Catholicity

In assessing that an application is from a student of a Catholic family, principals require:

for the student:

- a copy of the student's baptismal certificate; or, if this is not available
- a statement from a parish priest that the student is Catholic.

for at least one parent:

- Principals accept the parent's statement as to whether the parent is Catholic.

Principals require authorization from the Bishop to enrol further non-Catholics if Catholic enrolments within the school are less than 75%. (Orthodox students may be included in the calculation of this 75%.) Such authorization is sought through the DP who considers the matter with the principal then provides a brief to the Executive Director of Schools who will bring the matter to the Bishop.

8. Enrolment process

The family makes an enrolment application to a Catholic school of their choice. (Once enrolled in a Catholic school, a new application is required for entry to any other school, including for progression from primary to secondary school.)

The principal determines if the student meets regular enrolment criteria by:

- conducting enrolment interviews as necessary in consultation with the parish clergy
- reviewing all enrolment applications using the CEDP enrolment process (noting that students with additional needs are enrolled on the same basis as students without disabilities/ additional needs)
- principal determines whether student will be enrolled (noting that additional needs or disability is not the issue at this time)

See the enrolment process flowchart in Appendix 1.

Principals consult with the DP and parish clergy if any matters of pastoral concern arise during the enrolment process.

9. Letter of offer

To ensure that all relevant terms are included in documentation which forms part of the enrolment agreement, the principal should include the following in the letter of offer:

- a reference to the Enrolment Application and the information provided by the parents/carers
- a request that parents/carers confirm the acceptance of the offer of enrolment by payment of the non-refundable application fee by a set date.

10. Related documents

Enrolment Policy Framework

ENROLMENT POLICY

- ❖ Enrolment - Procedures
 - *These Guidelines*
 - Enrolment Process Flowchart
 - Enrolment Application
 - Letter of Offer
- ❖ Enrolment Additional Needs – Procedures
 - Enrolment Additional Needs – Guidelines
 - Enrolment Overseas Students – Guidelines

Other related documents

STUDENT POLICY

- ❖ Student Attendance – Procedures
 - Student Attendance Exemption – Guidelines

SCHOOL COMMUNITY POLICY

- ❖ Aboriginal Education – Procedures
- ❖ Privacy - Statement
- ❖ Privacy – Procedures
 - Australian Privacy Principles
 - Standard Collection Notice
 - Employment Collection Notice
 - Contractor and Volunteer Collection Notice
- Privacy – Guidelines
- Responsible Use of ICT and Social Media for Students – Guidelines
- ❖ Complaint Handling Policy and Procedures
- ❖ Workplace Health and Safety Manual

11. Relevant documents

Education Act NSW, 1990

Disability Discrimination Act, (Cth) 1992

Disability Standards for Education, 2005



Appendix 1: Enrolment process flowchart

