

Title	Enrolment Process Guide 2021
Description of guide	Outlines Catholic Education Archdiocese of Canberra and Goulburn (CECG) enrolment processes and priority enrolment areas to support CECG's enrolment policy objectives.
Required because?	To provide schools with guidelines on the enrolment process, indicate changes from the 2020 enrolment process and inform changes to priority enrolment areas.
Description of changes	<ul style="list-style-type: none"> • Update in priority enrolment areas for ACT Primary schools and conditions for NSW schools. • Administration process changes for management of duplicate applications for Secondary applications. • Administering the Parent Commitment Agreement (PCA). Change in application fees.
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1. Summary

1.1 This Guide outlines Catholic Education Archdiocese of Canberra and Goulburn (CECG)'s enrolment processes and priority enrolment areas (PEA) to support CECG's enrolment policy objectives. The guide applies to all CECG schools and Early Learning Centres (ELC) in both the ACT and NSW.

2. Enrolment Process Guide

2.1 The purpose of this document is to provide transparency and clarity around the 2021 enrolment process for the 2022 intake period and provides details on the following areas:

- 2021 enrolment schedule for the 2022 intake period*
- Priority enrolment areas for 2021 for ACT Catholic Primary Schools and conditions for NSW schools*
- Process for handling out-of-area applications for ACT Catholic Primary Schools and ELCs
- Process to request changes to enrolment ceilings for ACT Catholic Secondary Schools
- Process for managing excess enrolments
- Process for managing duplicate applications*
- Administering the Parent Commitment Agreement (PCA)*
- Wait Lists
- Application fees*

**denotes areas where there has been a process change from 2020*

3. 2021 enrolment schedule for the 2022 intake period

3.1 The enrolment schedule is applicable for all ACT Schools and Early Learning Centres (ELCs). It is also applicable to NSW schools at capacity to support future planning of facilities and staffing. Based on available capacity, applications can be accepted after the end of the enrolment period.

3.2 All enrolment applications will be assessed with the priority enrolment areas (if applicable) and enrolment priorities defined in CECG's enrolment policy.

3.3 The official enrolment period for 2022 intake is:

Monday 3 May to Friday 28 May 2021

3.4 The timeframe for key enrolment tasks is set out in Table 1.

Table 1 - Enrolment Schedule	ACT	NSW (only for schools at capacity)¹
Item	Date	Date
Kindergarten and ELCs 2022		
Enrolment period begins	3 May 2021	3 May 2021
Enrolment period ends	28 May 2021	28 May 2021
Cut-off date for enrolment data integration from the online tool and/or direct entry to Maze (for paper forms)	11 June 2021	11 June 2021
Kindergarten enrolment cross check meeting	16 – 17 June 2021	NA
Schools send offer of places for 2022	25 June 2021	25 June 2021
Acceptances due	23 July 2021	23 July 2021
Year 7 2022		
Enrolment period begins	3 May 2021	3 May 2021
Enrolment period ends	28 May 2021	28 May 2021
Cut-off date for enrolment data integration from the online tool and/or direct entry to Maze (for paper forms)	11 June 2021	11 June 2021
Submission of enrolment data by Congregational Schools	11 June 2021	NA
Year 7 enrolment cross check meeting	18 June 2021	NA
Schools send offer of places ² for 2022	25 June 2021	25 June 2021
Acceptances due² for 2022	23 July 2021	23 July 2021

¹ NSW schools at capacity are: St Gregory's Primary School Queanbeyan, St Joseph's Primary School Goulburn and Lumen Christi Catholic College Pambula.

² This timeline does not include any applications that are in excess of capacity, transferred between Catholic Secondary Schools. Considering the process which needs to be completed by the schools, it is up to the schools to manage within a reasonable time frame, in line with overall enrolment timelines.

4. Priority enrolment areas for 2021, for ACT Catholic Primary Schools

- 4.1 Documentation of the PEAs provides greater transparency and a shared understanding by all schools of their applicable enrolment catchment areas during the enrolment period, as well as providing a baseline to assist with future planning.
- 4.2 Enrolment catchment areas for the 2022 enrolment intake are defined in Table 2 and are applicable for a period of one year. The enrolment catchment areas will be reviewed annually to accommodate any changes in planning, demographics and capacity.
- 4.3 A long-term capital strategy is currently being developed, which may necessitate changes to existing PEAs in the future.

New Suburbs for 2021 and Changes to Existing Priority Enrolment Areas (PEAs)

Priority Enrolment Areas

4.4 CECG ACT schools are expected to enrol students within the following PEAs:

Table 2: Priority Enrolment Areas for 2022 Enrolment intake

AGEID	School Name	Suburb	Zoned Suburbs
17130	Good Shepherd Primary	AMAROO	Amaroo, Bonner, Jacka, Taylor, Moncrieff, Forde
2044	St Vincent's Primary	ARANDA	Aranda, Cook, Macquarie, Bruce, Belconnen
5623	St Francis of Assisi Primary	CALWELL	Calwell, Theodore, Richardson, Isabella Plains, Bonython
2046	St Thomas More's Primary	CAMPBELL	Campbell, Braddon, Reid, Ainslie , Acton, Russell, Pialligo
2900	St Thomas Aquinas Primary	CHARNWOOD	Charnwood, Dunlop, Fraser, Flynn, MacGregor, MacNamara, Strathnairn
13976	St Clare of Assisi Primary	CONDER	Conder, Gordon, Banks, Tharwa
2047	Holy Trinity Primary	CURTIN ¹	Curtin, Lyons, Yarralumla, Deakin, Phillip
2902	St Monica's Primary	EVATT	Evatt, Melba, Spence, McKellar
2907	St John the Apostle Primary	FLOREY	Florey, Latham, Holt, Higgins, MacGregor, Belconnen, MacNamara, Strathnairn
2050	Sts Peter and Paul Primary	GARRAN ²	Garran, O'Malley, Hughes, Deakin, Isaacs, Phillip
4422	Holy Family Parish Primary	GOWRIE	Gowrie, Fadden, MacArthur, Chisholm, Gilmore
77575	Mother Teresa School	HARRISON	Harrison, Throsby, Franklin, Mitchell, Gungahlin, Kenny
2901	St Jude's Primary	HOLDER	Holder, Duffy, Weston, Coombs, Wright, Denman Prospect, Molonglo North, Molonglo
2913	St Michaels' Primary	KALEEN	Kaleen, Giralang, Lawson, Crace
2904	St Thomas the Apostle	KAMBAH	Kambah, Bonython
2052	St Benedict's Primary	NARRABUNDAH	Narrabundah, Griffith, Kingston , Symonston, Jerrabomberra, Hume
14629	Holy Spirit Primary	NICHOLLS	Nicholls, Casey, Ngunnawal, Palmerston, Crace , Hall
2043	St Joseph's Primary	O'CONNOR ²	O'Connor, Turner, Lyneham, Ainslie
2054	St Matthew's Primary	PAGE	Page, Scullin, Hawker, Weetangera, Belconnen, MacNamara, Strathnairn
2055	Sacred Heart Primary	PEARCE	Pearce, Chifley, Torrens, Mawson, Farrer, Isaacs , Phillip
2056	St Bede's Primary	RED HILL	Red Hill, Forrest, Kingston, Deakin , Barton, Yarralumla, Griffith, Hume
2905	St Anthony's Parish Primary	WANNIASSA	Wanniassa, Oxley, Monash, Greenway, Bonython, Kambah
2057	St John Vianney's Primary	WARAMANGA	Waramanga, Stirling, Rivett, Chapman, Fisher, Weston, Coombs, Wright, Denman Prospect, Molonglo North, Molonglo
2058	Rosary Primary	WATSON	Watson, Downer, Hackett, Dickson, Ainslie, Kenny

*The suburbs highlighted in **bold** are shared suburbs.

Shared Suburbs in the ACT	Ainslie, Belconnen, Bonython, Crace, Deakin, Griffith, Isaacs, Kambah, Kingston, MacGregor, Phillip, Weston, Yarralumla, Coombs, Wright, Denman Prospect, Kenny, MacNamara, Strathnairn, Hume, Molonglo North, Molonglo
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¹ Specialist Schools

² Corridor Schools

Not zoned	Uriarra Village
Queanbeyan	Beard and Oaks Estate to Queanbeyan. Jerrabomberra is zoned between Queanbeyan and Narrabundah Hume is zoned between Queanbeyan, Narrabundah and Red Hill
Yass	Primary students residing in Yass are zoned to Mt. Carmel Yass and will be allowed to enrol in ACT Schools from Year 7 onwards.
Murrumbateman	Students residing in Murrumbateman will have a choice of enrolment at either Mount Carmel School Yass or an ACT Archdiocesan Catholic school subject to normal enrolment processes and priorities. Where a decision is made to enrol at Mount Carmel School Yass, that decision cannot be reversed before Year 7.

Corridor Schools

- 4.5 Corridor schools are set by the Catholic Education Office to manage demand across the System and are able to accept students beyond the school's designated PEA.
- 4.6 If a Corridor school receives an out-of-area application, staff at the school are expected to redirect the family to the PEA school principal with a written justification for choosing the corridor school in preference to the PEA school. The principal of the PEA school and the Corridor school are expected to discuss the enrolment application, with the PEA school having first right of refusal.

Specialist Schools

- 4.7 A specialist school is defined as a school that offers a unique offering not provided by any other school within the System. Holy Trinity Primary School at Curtin is the only CECG Primary school offering the International Baccalaureate (IB) pathway for students. Families wishing to pursue the IB curriculum are also required to submit a written rationale with their enrolment application stating their reasons for wanting an IB pathway.

ACT Secondary Colleges and NSW Schools

- 4.8 Students resident in Yass will not be accepted for enrolment in ACT Archdiocesan Catholic schools before Year 7.
- 4.9 Students resident in Murrumbateman will have a choice of enrolment at either Mount Carmel School Yass or an ACT Archdiocesan Catholic school subject to normal enrolment processes and priorities. Where a decision is made to enrol at Mount Carmel School Yass, that decision cannot be reversed before Year 7.
- 4.10 Students resident in parishes served by Archdiocesan Catholic central schools will not be accepted for enrolment at an Archdiocesan Catholic college before Year 11.
- 4.11 Students residing in NSW are generally expected to attend their nearest local Catholic school, although there are no priority enrolment areas defined. If the parents wish to enrol their child in a school outside of their area, the two Principals need to discuss and agree on a feasible conclusion.

5. Governance and administration

- 5.1 ACT Catholic Primary Schools are expected to enrol students from their designated PEAs. Principals are required to collaborate and adhere to the process to ensure the Policy objectives are achieved.
- 5.2 At this stage, all Early Learning Centres (ELCs) in the Archdiocese are either regional or Parish based ELCs, not school based ELCs. Therefore, ELC students are expected to be enrolled within their designated Priority Enrolment Area Catholic School when they enrol in Kindergarten (as they would have been advised when they were initially enrolled into the ELC).

5.3 Any out-of-area applications received by schools will be highlighted and discussed between impacted schools, and resolved prior to or during the annual enrolment cross-check meeting. Only one school will be able to send an offer to the student.

5.4 Where there are genuine exceptional circumstances that will result in hardship/unintended outcomes for the family, parents/guardians can apply for a school decision to be reviewed. The CECG enrolment review committee will review exceptional cases and CECG will make a final decision.

6. Process for out-of-area applications for ACT Catholic Primary Schools

6.1 The process for managing applications received from students that live outside the school's PEA (relevant only to ACT Primary Schools) is:

Timeframe	Stage of Process	Action
2 May 2021 to 28 May 2021	School identifies out of area application	<p>During the enrolment period, school identifies whether student's home address is outside the school's PEA.</p> <p>The CECG enrolment team will also monitor out-of-area applications and notify schools weekly if any arise.</p>
As soon as practical after receiving the application	School to notify family of Priority Enrolment Area	<p>School receiving the application contacts parents/carers to:</p> <ul style="list-style-type: none"> Notify family that the application is out of area and that they should apply to their in area school. Request approval to transfer the application to the PEA school, if the out-of-area application is not accepted. If family doesn't agree to the transfer, the following step to follow.
2 May to 25 June 2021	Mutual agreement discussions	<p>Principal of receiving school discusses with in-area Principal to seek mutual agreement to allow out-of-area application (see below for relevant criteria).</p> <p>If:</p> <ul style="list-style-type: none"> mutually agreed, the first school processes the application to send offers by 25 June 2021 and notifies enrolment@cg.catholic.edu.au of an out-of-area enrolment, not mutually agreed and transfer is approved, the PEA school processes the application to send offers by 25 June 2021. <p>If neither mutual agreement or approval is received, refer the application for Issue Resolution.</p>
2 May to 25 June 2021	Refer for Issue Resolution	<p>If neither mutual agreement or approval is received, schools forward the enrolment and supporting information to enrolment@cg.catholic.edu.au for issue resolution by CECG</p>

		enrolment team for resolution by the Enrolment Review Committee
2 May to 25 June 2021	Enrolment Committee Meeting	Enrolment Committee meets weekly to determine any enrolments that require issue resolution.
16-17 June	Cross check meetings	Principals meet to determine any duplicate applications and any remaining out-of-area applications.

Circumstances for Mutual Agreement

6.2 Designation of school priority enrolment areas provide scaffolding for System-wide school viability and ensures families in-area can obtain a local place. Therefore, the Catholic Education Office (CECG) expects out-of-area enrolments are limited to specific circumstances and that Principals are best placed to come to a mutual agreement to determine the destination of that enrolment. The following circumstances provide guidelines where Principals can consider an out of area application:

- PEA school is at capacity
- Single parent families with minimal support for child care
- Families in a domestic violence situation
- Children with disabilities
- Children who have split custody arrangements and reside at two different addresses
- Circumstances where a mutual agreement is beneficial to the System

6.3 Where Principals mutually agree to accept an out of area application, the receiving principal must inform the CECG enrolment team via enrolment@cg.catholic.edu.au.

Monitoring Out of Area Applications

6.4 The CECG enrolment team will monitor all out of area applications and communicate to each school on a weekly basis, during enrolment period.

Issue Resolution

6.5 Principals are expected to discuss and resolve out of area applications following the process mentioned above and update CECG on the resolution.

6.6 Where an enrolment is referred for issue resolution, the CECG enrolment team will compile relevant information from both schools. All cases will be considered by CECG's Enrolment Review Committee.

Enrolment Review Committee

6.7 During the enrolment period until offer letters are sent out, the enrolment review committee will meet weekly to review any out of area applications that cannot be resolved at a school level and to review any appeals made by parents who disagree with the decision made by the school. Meetings will be called as needed, post enrolment offers.

6.8 The Enrolment Review Committee members are:

- Chair – Strategy Leader
- Members
 - Deputy Director
 - School and Family Services Leader
 - One representative from the Performance Improvement Leaders
 - Senior Officer Business Information.

6.9 The responsibilities of the Committee include:

- Review out of area applications received by ACT Catholic Primary Schools during the enrolment period, that cannot be mutually agreed by Principals and provide a final decision, in line with CECG's enrolment policy.
- Review appeals made by families who disagree with the decision made by the school and provide a final decision.
- Provide an update to the Director of Catholic Education on the out of area applications and the decisions reached.
- Follow the above for any out of area applications received post the enrolment period.

Appeals Process for Parents

6.10 If a parent disagrees with the decision made, they can appeal to the Catholic Education Office by providing the rationale for their request via enrolment@cg.catholic.edu.au.

6.11 These appeals will be reviewed by the enrolment review committee.

6.12 Appeals received during the enrolment period will be reviewed and a resolution provided within two weeks.

6.13 Any appeals received after the enrolment period will be reviewed on a case by case basis.

7. Process for requesting changes to enrolment ceilings

7.1 Each year prior to the enrolment period, ACT CECG Secondary Systemic and Congregational schools have the opportunity to request variations to their Year 7 enrolment ceiling.

Timeframe	Stage of Process	Action
By 28 May 2021	Principal requests increase	Principal delivers a request to enrolment@cg.catholic.edu.au outlining: <ul style="list-style-type: none"> Rationale for the increase, including estimated demand projections How the increase will be accommodated in terms of physical capacity, staffing etc.
Next available CEC Meeting	Requests considered	The CECG enrolment team considers requests and develops recommendations for the CECG Director and Catholic Education Commission based on: <ul style="list-style-type: none"> Demand and current capacity (within existing school infrastructure), and Impact on other Catholic Systemic schools.
At the CEC Meeting	Decision	The Catholic Education Commission and CECG Director determine all requests for changes to enrolment ceilings.
By 25 June 2021	Principals notified	The CECG enrolment team notifies principals of the outcome of all requests.

8. Process for managing excess enrolments

8.1 If a school receives applications in excess of their capacity or enrolment ceiling, schools are encouraged to pass on the excess enrolments to other schools that have not met capacity.

8.2 Parents/carers must give written approval before application details can be transferred to another schools.

8.3 The process for managing excess enrolments is:

Step	Summary	Action
1	Identify and Prioritise	Principals determine number of applications over enrolment capacity and prioritise according to enrolment priorities.
2	Cross-check meeting 16-18 June	Principals attend the cross-checking meetings to identify other schools that can accommodate applications.
3	Respond to excess enrolments	Principals communicate with rejected applicants, suggest other schools that can accept enrolments, and seek approval to transfer enrolment applications to another school. Parents may also lodge the application themselves.

9. Managing duplicate applications

- 9.1 The majority of duplicate applications occur in secondary enrolments as the ACT Catholic Secondary schools are not limited by Priority Enrolment Areas. Approximately 5% of total Secondary (Year 7) applications are duplicates. Fewer to no duplicate applications are received for CECG ACT Primary and NSW schools.
- 9.2 Managing duplicate applications between Systemic and Congregational schools is an additional challenge for CECG schools since they can only be identified at the end of the enrolment period when Congregational schools send data to CECG enrolment team.
- 9.3 In 2021, the process will be revised as follows. CE will not contact the families on behalf of the schools. This approach has the risk of families choosing a school but not being guaranteed of an offer. The list of duplicate applications will be provided to the schools and it will be up to the schools to contact the families and decide if an offer will be sent.

Timeframe	Stage of Process	Action
2 May 2021 to 11 June 2021	Weekly Identification	The CECG enrolment team identifies duplicate enrolment applications between CECG schools on a weekly basis.
2 May 2021 to 11 June 2021	Notify schools of duplicates	The CECG enrolment team advises schools of duplicate applications, prior to the crosscheck meeting.
16-18 June 2021	Crosscheck meetings	Primary and Secondary cross-check meetings. Principals determine whether one school will send an offer or whether to send duplicate offers for the family to select their first preference, subject to process for out of area applications (PEA take precedence over family choice – see section 7).
25 June 2021	Offers sent	All schools send enrolment offers.

10. Administering the Parent Commitment Agreement

- 10.1 Parents/carers that receive an offer of enrolment must sign the Parent Commitment Agreement (PCA) and acceptance of enrolment via electronic signature. The process for managing acceptance of enrolments and PCAs is:

Timeframe	Stage of Process	Action
25 June 2021	Letter of Offer	School staff send letters of offer and PCA to families – from 2021 this can be sent through the online enrolment system.
23 July 2021	Acceptance	Parents/carers accept letter of offer and PCA – from 2021 this can be accepted digitally through the online enrolment system.

11. Wait Lists

11.1 Schools are requested to maintain up-to-date waiting lists whereby if the applicant has accepted an offer at another Catholic school, he/she should be removed from the wait list.

12. Application fees for 2021 enrolment intake

12.1 Application fees are currently charged by ACT Schools, including ELCs. For the 2021 intake period, the following changes are proposed.

Sector	Application Fee (\$)	Point of Charging Fee
ELCs	\$50	At submission (non-refundable)
ACT Catholic Primary	\$50	At submission (non-refundable)
ACT Catholic Secondary	\$100 \$500 (minimum)	At submission (non-refundable) At acceptance – to be off-set against term 1 fees

13. Definitions

13.1 **Corridor schools:** Corridor schools are set by the Catholic Education Office to manage demand across the System and are able to accept students beyond the school's designated PEA.

13.2 If a Corridor school receives an out-of-area application, staff at the school are expected to redirect the family to the PEA school principal with a written justification for choosing the corridor school in preference to the PEA school. The principal of the PEA school and the Corridor school are expected to discuss the enrolment application, with the PEA school having first right of refusal.

13.3 A specialist school is defined as a school that offers a unique offering not provided by any other school within the System. Holy Trinity Primary School at Curtin is the only CECG Primary school offering the International Baccalaureate (IB) pathway for students. Families wishing to pursue the IB curriculum are also required to submit a written rationale with their enrolment application stating their reasons for wanting an IB pathway.

14. Related Documents and Legislation

14.1 Related CECG Documents:

- [Enrolment Policy](#)

15. Contact

15.1 For support or further questions relating to this guide, contact the CECG Strategy Service Area.