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| Title | Enrolment Policy |
| Description of policy | Contains all enrolment policy information for domestic and international students in all Catholic Education Archdiocese of Canberra and Goulburn (CECG) schools. |
| Required because | CECG aims to provide the option of Catholic schooling to all those seeking a Catholic education for their children. However, enrolment of a student into an Archdiocesan Catholic school of choice cannot be guaranteed. The Enrolment Policy sets out the processes to apply for enrolment in CECG schools and the bases for all enrolment decisions. |
| Description of changes | <p>Section 4: wording change</p> <p>Section 5: Updated to refer to enrolment contract and the grounds on which enrolment can end (required by recent amendments to the ACT Education Act).</p> <p>Section 7: Email address removed</p> <p>Link to Supporting Students with Additional Needs Policy added</p> <p>Section 8: Clarified visa enrolments including:</p> <ul style="list-style-type: none"> • there is no difference between ACT and NSW when enrolling students on visas. • that Full Fee Paying Students are any student with a student visa class 500 (except overseas exchange) or any student with a visa not reported on census because they are enrolled for less than six months. • Arrangements for exchange students, including highlighting that they pay no fees. <p>Section 9: wording change</p> <p>Section 12: Updated the definition of Full Fee Paying Student (previously Full Fee Paying Overseas Student).</p> |
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1. Summary

- 1.1 This policy sets out the principles, procedures, and priority areas for enrolment in primary and secondary schools of the Catholic Education Archdiocese of Canberra and Goulburn (CECG).
- 1.2 The Catholic School has an ecclesial identity because it is a part of the evangelising mission of the Church. Yet a distinguishing feature of Catholic education is that it is open to all, especially to the poor and weakest in society. It is vital that the school and parish cooperate, and that the school be integrated into the parish's pastoral programme, especially with regard to the Sacraments of Penance, Confirmation and Eucharist.

(Ecclesia in Oceania, November 2001 No. 33)

2. Enrolment Policy

- 2.1 The Catholic Education Commission aims to provide the choice of Catholic schooling to all those seeking a Catholic education for their children. However, enrolment of a student into an Archdiocesan Catholic school of choice cannot be guaranteed.
- 2.2 The Archdiocesan Catholic school system has a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need. No child is to be denied Catholic schooling simply because of an inability (as opposed to an unwillingness) of a parent/guardian, to meet financial requirements.
- 2.3 Catholic System Schools established and maintained by the Archdiocese strive to be authentically Catholic and faithful to the Church, its traditions and teachings. The Catholic school is a community whose mission is to provide its members with a holistic education which takes place in an environment formed by the authentic teachings and values of the Catholic Church.
- 2.4 The Catholic school community strives for strong partnerships with the parishes it serves. These partnerships must be demonstrated and strengthened by the enrolment procedure and practice.
- 2.5 Catholic System schools are open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.
- 2.6 Those who choose a Catholic school for their children do so on the understanding that they respect and agree to support the Catholic identity of the school and acknowledge the importance of religious education for their children.

3. CECG Responsibilities

- 3.1 The Catholic Education Commission of the Archdiocese of Canberra and Goulburn is responsible to the Archbishop of Canberra and Goulburn for developing, monitoring, and evaluating enrolment policies for Catholic System Schools.
- 3.2 The Principal, in collaboration with the Priest, staff and School Board/Council has responsibility for ensuring that the authentic vision of Catholic education in the community remains the guiding principle in the application of the enrolment policy.
- 3.3 The Principal acting in accordance with CECG guidelines and policies is responsible for enrolments. The Principal may form an enrolment committee to provide advice. Ordinarily, the Committee will comprise of the Parish Priest/Chaplain (or his representative) and a

representative of the School Board/Council as members. The Principal will chair the Committee.

4. Parent Responsibilities

- 4.1 All parents/guardians enrolling their children in a Catholic Archdiocesan school or Early Learning Centre (ELC) must complete the official enrolment form and submit it by the due date. Such action, however, does not guarantee enrolment in the school. Applications, irrespective of their priority listing, received after the due date will only be considered if vacancies still exist.
- 4.2 Parents/guardians are expected to follow the Priority Enrolment Areas if applying to enrol in an ACT ELC or ACT primary school and follow the conditions, where applicable, for NSW schools. Refer Appendix 1.
- 4.3 Parents/guardians must be prepared to abide by the provisions specified in the enrolment form and Enrolment Contract especially regarding the support they will give the school in the Catholic education of their children.
- 4.4 The child's parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child, in line with the [School Fees and Levies Policy](#).
- 4.5 The child's parent/guardian must advise the Principal of any Court Order(s) that may exist in regard to the child and MUST provide a certified copy of the Order(s) for the child's school file.
- 4.6 Families should include relevant documentation as requested when completing the enrolment application form.
- 4.7 International families must provide documentation detailing the starting age for compulsory education in the public education system of their home country.

5. General Enrolment Procedures

- 5.1 At initial enrolment, parents/carers enrolling their child(ren) in a CECG school will be required to sign an enrolment contract. This includes a firm undertaking that they will accept and support during the period of their child's enrolment, the life, nature, and identity of the Catholic school, including the appropriate participation of their children in the approved religious education programs.
- 5.2 No child is to be denied Catholic schooling simply because of an inability (as opposed to an unwillingness) of a parent/guardian, to meet financial requirements. Fee remission may be available, in line with the CECG [School Fees and Levies Policy](#).
 - If a parent/guardian is deemed able to pay some or all school fees under the [School Fees and Levies Policy](#) and those financial requirements are not met, enrolment may be refused or ended (in line with grounds for ending enrolment below). This may include refusing enrolment to a Catholic System secondary school if fees are outstanding from a Catholic System primary school.
- 5.3 The attention of parents/guardians is drawn to the fact that acceptance of their child into a Catholic Early Learning Centre (ELC) does not confer an automatic entitlement into the primary school at which the ELC is located. Students enrolled for preschool in an ELC will continue their primary education at a designated Catholic System primary school within their Priority Enrolment Area.

- 5.4 The enrolment of a student into a Catholic System primary school is a new process and requires the completion and submission of a primary school enrolment application.
- 5.5 Acceptance of their child into a Catholic System primary school does not confer an automatic entitlement to enrolment in a Catholic System secondary school. The enrolment of a student in a Catholic System secondary school is a new process and requires the completion and submission of a secondary school enrolment application.
- 5.6 Enrolment applications received after the due date will only be considered if vacancies still exist. Enrolment priorities and priority enrolment areas continue to apply for enrolment applications received after the due date.
- 5.7 Special enrolment conditions apply from time to time as part of the planning process to ensure the choice of Catholic schooling is provided to as many people as possible. Current enrolment conditions are detailed in Appendix 2.
- 5.8 The Director of Catholic Education may authorise the refusal of an enrolment into a particular Catholic school if such enrolment would adversely impact on the Archdiocesan provision of Catholic education. Similarly, the Director may also authorise the acceptance of an enrolment outside of the Priority Enrolment Area, if it is deemed it is in the best interest of the System, School or Student.

Grounds for ending enrolment

- 5.9 Parents can end a student's enrolment at any time with notice in writing. Two weeks' notice is requested. See the School Fees and Levies Policy for fee implications of ending enrolment during term.
- 5.10 A student's enrolment also ends if:
- The Student completes their education at the School and graduates from the School;
 - The Student is expelled from the school or excluded from the School System in accordance with the Behaviour Management and Suspension Policy; or
 - The Enrolment Contract is terminated by the School. The Principal of the School may terminate this Enrolment Contract if:
 - the Parent breaches a term of the Enrolment Contract; or
 - school fees for the Student or a member of the Student's immediate family are outstanding for a period of six months or more (where no fee remission has been granted or payment plan agreed to by the School); or
 - mutual trust and confidence between the Parent and the School has irretrievably broken down; or
 - the Parent engages in disrespectful, threatening, harassing or inappropriate behaviour towards students, other Parents or staff of the School including through email, social media or other online platforms; or
 - Authorised or required to by Australian law (for example, to give effect to visa conditions limiting allowed study period).
- 5.11 Before making a decision to terminate the Enrolment Contract the Principal will ensure that the Parent and the Student:
- are informed of reason/s the Principal is considering terminating the Enrolment Contract; and

- are provided with the opportunity to respond to those reasons, including the opportunity to inform the Principal of the effect on the Student of ending the Student's enrolment at the School.

5.12 The Principal will consider the response before terminating the Enrolment Contract.

6. Conditions for General Enrolment Categories

ELC Enrolments

- 6.1 The normal minimum age for enrolment in an Early Learning Centre is four (4) years by 30 April in the year of enrolment.

Kindergarten Enrolments

- 6.2 Children commencing in Kindergarten in the ACT must be five (5) years of age by 30 April of the year of enrolment, and in NSW must be five (5) years of age by 31 July of the year of enrolment.

Secondary Enrolments

- 6.3 Special arrangements may be introduced from time to time to assist in the maximum provision of enrolments in ACT Archdiocesan System Catholic Colleges (in collaboration with the Congregational Colleges). See Appendix 1 to this Policy.

7. Students With Additional Needs

- 7.1 Catholic Education welcomes all students and aligns its enrolment policies and practices with Disability Discrimination Act 1992 and the Disability Standards for Education 2005. Enrolment applications are assessed according to the rights and responsibilities of the standards and legislation afforded to prospective students, their parents/guardians, and schools.
- 7.2 Parents/guardians of students with additional needs may enquire and lodge enrolment applications before a school's official enrolment period. Such forward planning on behalf of students with disabilities helps to prepare and discern the needs of the student, their family, and the school.
- 7.3 Parents must identify where a child has additional needs in the enrolment application.
- 7.4 When an application is received for a child with additional needs, the principals will refer the application to the Senior Officer Disability, Wellbeing and Inclusion by email, including any external assessments of the student's needs. Assessment should include the [Enrolment Considerations for Students With Disabilities](#) where relevant. Applications for enrolment will be considered in line with the [Supporting Students with Additional Needs Policy](#). This process includes meetings to discuss the student's needs with:
- the school principal
 - the classroom support teacher
 - the student (if appropriate)
 - parents/guardians
 - people involved in the enrolment process may also include:
 - the relevant classroom teacher(s) and
 - a wellbeing and diversity officer

- 7.5 The Principal may, in discussion with the student, parents, staff, enrol a student on a flexible basis in light of the student's particular situation and/or needs at the time of or during the student's enrolment.
- 7.6 Any decision to refuse an enrolment rests with the CECG Director.
- 7.7 Where students are transitioning from one CECG school to another the Principal from the receiving school will contact the current Principal to invite their Classroom Support Teacher to the enrolment/transition meeting.

8. Students on Visas

- 8.1 Resident or visa status is identified as a standard part of enrolment applications due to certain conditions applied to some Visa Subclasses. CECG schools are also required to report the number of overseas and local students in census data.
- 8.2 All permanent visa classes and most temporary visa classes can enrol in CECG schools without limitation and are treated as local students for funding purposes under Australian law.
- 8.3 Some visas have limitations on enrolment or make a student Full Fee Paying Students including:
- Student Exchange Visa class 500
 - General Student Visa class 500, and
 - Visitor/Tourist visas Class 600
 - Temporary visas where a student is in Australia for less than six months (e.g. some temporary class 400 visas).
- 8.4 These visas are detailed below and summarised in the [Enrolling Students on Visa Fact Sheet](#)

Visa Class 500 - Overseas Student Exchange Programs

- 8.5 Exchange Student Enrolment is managed in line with the National Guidelines for Student Exchange Programs (See [ACT Education link](#) or [NSW Education link](#)).
- 8.6 Students on a Student Visa Subclass 500 Secondary School Exchange Program can enrol in CECG schools only if they:
- come through an exchange provider that is [registered in the ACT](#) or [registered in NSW](#). These registered providers oversee the compliance for overseas students.
 - are on exchange for a minimum of one academic school term or three months (whichever is shorter) and a maximum period of 12 months, and
 - enter the country on a Student Visa Subclass 500 Secondary School Exchange Program issued via an Acceptance Advice for Secondary Exchange Student (AASES) form.
- 8.7 Exchange Program students **do not pay** any school fees.
- Under the National Guidelines for Student Exchange Programs, each state and territory accepts reciprocal exchanges instead of charging exchange students school fees.
 - Reciprocal exchanges are managed a State/Territory level, not individual school level. This means that if a school agrees to host a foreign exchange student, the returning student may come from any school within the same State/Territory - not necessarily the school that hosted the exchange.
- 8.8 Exchange students are not reported on the non-Government schools' census unless they attend a school for at least 6 months (two school terms).

Visa class 500 – General Temporary Student Visas

- 8.9 Students with a general class 500 Student Visa in CECG Schools can only enrol if:
- The child's parent has a student visa class 500 (e.g. to enrol in University or further education), AND
 - The child is a dependent child of the person on the student visa class 500.
- 8.10 There is no minimum term of enrolment at law. The maximum term is the duration of the visa. Students on general class 500 Student Visas **are Full Fee Paying Students** unless the parents are:
- Receiving a scholarship to a [Table A or Table B education provider](#) that covers the full education cost of the course, OR
 - receiving a sponsorship or a scholarship from the Commonwealth Government for an education course in Australia.
- 8.11 If the parents meet these two criteria, the student pays usual school fees.
- 8.12 CECG is not registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) so no CECG school can issue a Confirmation of Enrolment (CoE) to allow a student to apply for their own Student Visa.

Visa subclasses 600, 601, 602, or 651 (tourism visas and medical visa)

- 8.13 Visa classes 600, 601, 651 are tourism visas. Visa 602 allows people to visit Australia for medical reasons. These students **are Full Fee Paying Students**.
- 8.14 Students on these visas can enrol in CECG schools for a maximum of **3 months** (13 weeks) of study in a 12-month period.
- No exceptions are available for visa classes 600, 601, 651.
 - In very limited circumstances, students on visa class 602 may be able to study for longer than 3 months. Students are only eligible if their circumstances have changed while in Australia (e.g. medical treatment takes longer than anticipated) and longer study is approved in writing by the Department (see [Visa 602 Conditions](#)).
- 8.15 Enrolment is at the Principal's discretion and for administrative ease schools may wish to offer up to one term enrolment instead of 13 weeks (if 13 weeks would cross two school terms).
- 8.16 Schools may use the template [Letter for Enrolment on Tourism Visas](#) to communicate the requirements and calculate the enrolment period.
- 8.17 Enrolment for students on temporary visitor visas may require discussion with the family to ensure the student's English skills are sufficient to participate fully in classes that lack intensive support for students with English as an additional language. The discussions may include other study options, including intensive English classes.

Other Full Fee Paying Students

- 8.18 Students on other temporary visa types that do not permit them to stay in Australia for more than six months are Full Fee Paying Students because they are not reported on census and CECG receives not funding for them. These visas may also have enrolment limitations (check individual visa conditions).

9. Early Entry Enrolments – Gifted and Talented or Mobile Students

- 9.1 CECG accepts applications for early enrolment in Early Learning Centres, Primary and Secondary schools for gifted and talented students and students moving to CECG from a school system in another jurisdiction (early entry for mobility).
- 9.2 When making or considering applications for early enrolment, it is important to consider a student's ability to manage socially and emotionally in the year cohort for which they are applying.

Process for early enrolment

- 9.3 Parents/guardians must inform the school if they are applying for early enrolment and provide supporting documents evidencing the basis for early enrolment (outlined below).
- 9.4 Principals will forward applications for early entry enrolment to the CECG Senior Officer Wellbeing and Inclusion.
- 9.5 Applications for early enrolment are reviewed by the Senior Officer Wellbeing and Inclusion, a CECG Psychologist, and (for ELC applications) the Pre School and Child Age Care Officer.
- 9.6 The School and Family Services Area Leader decides whether to accept the application for early enrolment within two weeks of receipt and notify the principal of the decision and reasons for it.
- 9.7 Principals communicate the outcome of the application to families.

Eligibility requirements – Gifted and Talented

- 9.8 To be considered for early age enrolment a student must be:
- assessed as having a Full-Scale Intelligence Quotient (FSIQ) of 130 or above through a cognitive assessment by a psychologist registered in Australia, and
 - **For ELCs:** Three (3) years old by 30 April in the year of enrolment, or
 - **For Kindergarten:** In the ACT, four (4) years old by 30 April of the year of enrolment, and in NSW, four (4) years old by 31 July of the year of enrolment.
- 9.9 Parents/guardians must include the cognitive assessment with the enrolment application.

Eligibility requirements - Mobility

- 9.10 Early enrolment for mobility is available to ensure students that have learned or will learn with a particular age cohort and at a particular level maintain learning at that age and stage. CECG allows early enrolment for mobility up to three months earlier than the usual age cohort.
- 9.11 To be considered for early age enrolment for mobility a student must have moved to NSW or the ACT and:
- For ELCS: turn four years of age before 31 July to commence at the start of the school year.
 - For Kindergarten: in an ACT school, turn five years of age before 31 July, or in a NSW school turn five years of age before 31 October, to commence at the start of the school year, and
 - have attended a system of education with an earlier starting age than the ACT or NSW (long-term or short-term mobility), or

- return to a system of education with an earlier starting age than the ACT or NSW within three years (short-term mobility).

9.12 Parents/guardians must provide the following evidence:

- the starting age for compulsory education in the public education system of the jurisdiction the student has attended or will attend within three years, and
- Proof of attendance in another education system (if relevant), or
- Proof of short-term tenure in the ACT or NSW (e.g. visa or employment contract in NSW or the ACT of three years or less).

10. Enrolment Priorities

10.1 When considering enrolment applications, the following hierarchy of priority applies at each school if enrolment applications exceed available spaces.

Early Learning Centres (ELC)

10.2 Children who are turning four (4) before 30 April and:

1. Are baptised Catholic who are resident in the Parish and/or designated priority enrolment area
2. Have siblings who attend a Catholic System primary school in the Parish or a Catholic System secondary school.
3. Are children of staff in the selected ELC and/or associated Primary school(s).
4. Are baptised Catholic from other Parishes or outside of the priority enrolment area who cannot obtain places in their local Parish/in-area ELC.
5. Are non-Catholic whose parents/guardians desire and are committed to a Catholic Education.

Primary

10.3 Children who are turning five (5) before 30 April (ACT) or before 31 July (NSW) and:

1. Are baptised Catholic who are members of the designated local Parish communities and designated priority enrolment area or, where there is more than one primary school within a Parish, the designated priority enrolment area within the Parish as agreed from time to time.
2. Are siblings of children already attending the selected primary school.
3. Are children of staff in the selected primary school.
4. Are baptised Catholic from other Parishes or outside of the priority enrolment area who cannot obtain places in their local Parish/in-area primary school.
5. Are non-Catholic whose parents/guardians desire and are committed to a Catholic Education.

Secondary

1. Baptised Catholic children who currently attend a Catholic school; or are members of the local parish community in rural areas where a Catholic school is not available.
2. Siblings of children already attending the selected secondary school.
3. Are children of staff in the selected secondary school.

4. Other children who have been enrolled in a Catholic school for a period of at least 3 years.
5. Baptised Catholic children from schools other than Catholic schools. The family of these children **MUST** provide an up-to-date reference from their Parish Priest indicating that they are practicing Catholics in the Parish.
6. Baptised Catholic children from schools other than Catholic schools who cannot provide a reference from a Parish Priest.
7. Other children whose parents/guardians desire and are committed to Catholic education.

11. Enrolment Reporting Requirements

- 11.1 The School will provide data upon request to the Catholic Education Commission.
- 11.2 The Commission will monitor enrolment information submitted by the school and action taken, to ensure the Catholicity and the basic aims of Catholic education are maintained. See Appendix 3 attached to this Policy.
- 11.3 CECG will only provide enrolment information to authorised entities.

12. Definitions

- 12.1 **Corridor schools:** Corridor schools are set by the Catholic Education Office primarily to facilitate the requirements of parents who travel through the area to work and are able to accept students beyond the school's designated Priority Enrolment Area (PEA).
- 12.2 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.
- 12.3 **Full Fee Paying Students:** students that are not covered by Government Recurrent Funding because they have student visas or are not reported on census. They must pay in advance, per term, the full fee for overseas students determined by the Catholic Education Commission.
- 12.4 **Specialist Schools:** 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.

13. Related Documents and Legislation

- 13.1 Related CECG Documents:
 - [Enrolment Process Guide](#)
 - [School Fees and Levies Policy](#)
 - [Supporting Students With Additional Needs](#)
 - [Enrolment Considerations for Students with Disabilities Form](#)

14. Contact

14.1 For support or further questions relating to this policy, contact enrolment@cg.catholic.edu.au.