



Enrolment POLICY & PROCEDURES

Catholic Systemic Secondary Schools of the Diocese of Wollongong

PREAMBLE

The Catholic School is a true and proper Church entity bringing faith, culture and life into harmony through its integrated activity of educating the whole person academically, spiritually, physically and emotionally.

From its Catholic identity, as part of the evangelising mission of the Church, the School derives its fundamental characteristics and structure as a genuine instrument of the Church, a place of real and pastoral ministry.

That is why it is vital that School and Parish collaborate and that the School be integrated into the Parish's pastoral program, especially in regard to celebrating the Sacraments.

This policy exists to assist schools in the equitable prioritising of enrolment applications and in order to ensure that the requirements of State and Commonwealth legislation are met.

SECTION 1 - The Application Process

- 1.1 There is a common enrolment period for Wollongong Catholic Systemic Secondary Schools. Application forms are obtainable from school offices.
- 1.2 Upon application for enrolment, parents are to be given a copy of the Diocesan Enrolment Policy and Procedures. Parents must be assisted to understand the policy and procedures. Lodgement of the relevant application for enrolment will be deemed as agreeing to support the policy and procedures.
- 1.3 All completed applications for enrolment lodged with the School Principal by the designated closing date will be treated in accordance with 3.0 - The Enrolment Process.

SECTION 2 - Criteria for Enrolment

- 2.1 Children from families who are prepared to be supportive of the life and teachings of the Catholic Church and intend to adhere to the religious practices, educational ideals and financial requirements of the school may apply for enrolment.
- 2.2 Priority in enrolment is given in the following order, except in special circumstances (see 4.0 - Bases of Discretion).
 - 2.2.1 Children of practising Catholic families who are involved in the life of the Parish to which the school belongs (the recommendation of an Ethnic Chaplain shall have the same consideration as that of a Parish Priest).
 - 2.2.2 Siblings of students already enrolled in the school may be given priority for enrolment.
 - 2.2.3 Children of Catholic families residing in the Parishes within the pastoral region which the school serves.
 - 2.2.4 Children of Catholic families residing in other pastoral regions of the Diocese.
 - 2.2.5 Children of Orthodox or other Christian families.
- 2.3 Normally it is expected that Catholic students shall make up approximately 90% or more of the enrolment of the school. Permission to allow any significant departure from this norm would have to be sought from the Director of Schools.
- 2.4 Appeals against the decision of the Enrolment Committee (see 3.1) shall be made, in the first instance, to the School Enrolment Committee, then to the Director of Schools.
- 2.5 Children whose fifth birthday occurs on or before 30 June will be eligible for enrolment in kindergarten that year.
- 2.6 No child is to be excluded from enrolment on the basis of a genuine inability to pay fees.

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SECTION 3 - The Enrolment Process

- 3.1 The School Enrolment Committee for each Catholic Systemic School serving a pastoral region of the Diocese will consist of at least one Parish Priest nominated by the Parish Priests of the pastoral region and the Principal. A representative of the pastoral region which the school serves may also be seconded onto the Committee.
- 3.2 The Parish Priest and the Principal are to meet together prior to the commencement of the enrolment process:
 - to determine the procedure to be followed for assessing applications, and
 - to choose a mutually acceptable Parish representative, if required.
- 3.3 On the basis of 2.0 - Criteria for Enrolment and 4.0 - Bases of Discretion, a priority list will be developed, and offers for interviews will be made.
- 3.4 At the completion of the interview process, the Principal will advise families by letter whether or not their application has been successful.
- 3.5 Successful Applicants are sent an "Acceptance of Offer" Form. By signing it, parents indicate their acceptance of the conditions of enrolment.

SECTION 4 - Bases of Discretion

- 4.1 Special consideration may be given to individual cases, schools and situations, as determined by local circumstances, for the following reasons:
 - 4.1.1 Children of practising Catholic families residing in parishes from other pastoral regions who are actively involved in their home Parishes.
 - 4.1.2 Parent's intentions with regard to their own and their children's search for education in the faith.
 - 4.1.3 Family situations necessitating a pastoral approach or requiring the exercise of compassion.
 - 4.1.4 Family circumstances regarding mobility.
 - 4.1.5 Late applications as a result of work or family commitments forcing a move from elsewhere into the Parish to which the school belongs.
 - 4.1.6 The special education needs of students (see 5.0 - Special Education Requirements).

SECTION 5 - Special Education Requirements

- 5.1 Where an application indicates that a student has a special educational need, the Principal will refer it to the Head of School Services.
- 5.2 The Head of School Services will consult with the Team Leader - Pastoral Care and Learning Support.
- 5.3 The Team Leader - Pastoral Care and Learning Support and Head of School Services will, with the Principal and Parish Priest, assess whether or not the school (supported by the Catholic Education Office) can provide the facilities, resources and suitably trained personnel to support the educational needs of the applicant.
- 5.4 The Principal and Catholic Education Office Representative will meet with the applicant's parents/carers to discuss the prospective enrolment prior to the application being further considered.

ENROLMENT CYCLE

Term 1	Advertisement, distribution and acceptance of Enrolment Applications	Weeks 1-10
	Catholic Education Office advertises throughout the Diocese	
	Each school may also advertise locally	
	Information Nights	
Term 2	Special Needs Students are notified to Catholic Education Office	
	Enrolment interviews	Weeks 1-8
	Written Offers of Place or non acceptance	Week 9
	Notify Head of School Services of any major change in enrolment trends	Throughout the Term
Term 3	Parents seek review	Week 10
	Enrolment Projections sent to the Catholic Education Office	Week 2