



Enrolment Policy

Reviewed: August 2020

Ratified:

Next Review: 2022

Rationale

The Diocese of Ballarat Catholic Education Limited (DOBCEL) Enrolment Policy has been developed to provide Diocese of Ballarat Catholic Schools with clear and consistent guidelines that will inform school enrolments.

All Diocese of Ballarat Catholic Schools are central to the mission and work of DOBCEL and to the life-quality of students and their families. Inspired and governed by the message and person of Jesus Christ, and committed to the physical, intellectual, social and spiritual development of each person, they provide education of the highest quality to their communities. In line with the self-understanding of the Church, they are welcoming to all who share their educational philosophy. Through their distinctive educational style, Catholic schools make an irreplaceable contribution to the intellectual, ethical and spiritual well-being of their own community and of Australian society (Awakenings, 1998).

All Diocese of Ballarat Catholic Schools “participate in the evangelising mission of the Church and is the privileged environment in which Christian education is carried out. In this way Catholic schools are at once places of evangelisation, of complete formation, of enculturation, of apprenticeship in the lively dialogue between young people of different religions and social backgrounds. The ecclesial nature of the Catholic school, therefore, is written in the very heart of its identity as a teaching institution” (The Catholic School on the Threshold of the Third Millennium, 1997, n.19).

Policy Statement

Diocese of Ballarat Catholic Schools embrace the mission of the Church by welcoming the enrolment of all students and families who share their vision and educational philosophy.

- Catholic schools, strive to be authentically Catholic and faithful to the mission of the Catholic Church.
- Catholic schools is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling. While there is an invitation to all, the practicalities of being able to accommodate enrolments beyond current physical facilities may be limited by available resources.
- Catholic school has a particular responsibility to provide access to children baptised in the Catholic faith.
- Catholic schools have a responsibility for being inclusive and therefore welcome, accept and support those most in need.

- Catholic schools seek actively to engage families and carers as partners in their child's education process and the life of the school in an atmosphere of co-responsibility and co-accountability.
- In Diocesan locations where multiple Catholic schools co-exist, there will be ongoing dialogue and co-consideration of enrolment processes.

Principles

Human dignity

Our common humanity requires respect for and support of the sanctity and worth of every human life. All other rights and responsibilities flow from the concept of human dignity. This principle is deemed as the central aspect of the Church's social teaching. The belief that each life has value is shared with International Human Rights which are universal, inviolable and inalienable.¹

Participation of all members of the Church

The Catholic social teaching principle of Participation is recognising that every member of the community has a part to play. All have a responsibility to be inclusive in the church, the workplaces, the neighbourhood and in decision-making processes. Promoting participation means recognising that each has something unique and important to contribute to society. All are called on to be active members of the local and global community.²

'Each of us has a part to play, a gift to share, a service to offer, for building up the Body of Christ in love.'³

Effective participation will ensure that the talents, skills and gifts of the Holy Spirit bestowed upon ... [all] ... are utilised in the service of God and the mission of the Church. The consequence of such participation is likely to be more faithful stewardship of the mission and resources of the Church⁴

Mission

Jesus announced that he was sent by God 'to bring the good news'.⁵ Followers of Jesus share in that mission, proclaiming that in him – 'the Way the Truth and the Life'⁶ – the world will experience the saving power of God.⁷ Prior to any differentiations in the Church on the basis of particular roles and offices, the Church is the one Body of Christ, the one People of God formed by the one baptism, and serving the one mission, and sharing in the one Eucharist. Stemming from this mission is a commitment to working together as Church to bring the Gospel to all, to renew and transform the world.

¹ *ibid.*

² <https://caritas.org.nz/catholic-social-teaching/participation>.

³ Pope Francis 21/06/2013 <https://www.catholic.org/news/international/europe/story.php?id=51423>.

⁴ Implementation Advisory Group and the Governance Review Project Team, *The Light from the Southern Cross: Promoting Co-responsible governance in the Catholic Church in Australia*, A Report and Recommendations on the Governance and Management of Dioceses and Parishes in the Catholic Church in Australia, 6.1 p.56, 2020, <https://www.catholicreligious.org.au/light-from-the-southern-cross>, Accessed 02/09/2020.

⁵ Lk 4:18.

⁶ Jn 14:6.

⁷ See Apostolic Letter, *Novo Millennio Ineunte*, of His Holiness Pope John Paul II to the Bishops, Clergy and Lay Faithful at the Close of the Great Jubilee of the Year 2000, ¶ 56. http://www.vatican.va/content/john-paul-ii/en/apost_letters/2001/documents/hf_jp-ii_apl_20010106_novo-millennio-ineunte.html. Accessed 23/08/2020. See also *The Light from the Southern Cross*, 3.3, p.29

Related Legislation

- *Disability Discrimination Act (DDA) 1992*
- *Disability Standards for Education 2005*
- *Privacy Act 1988 and Privacy Amendment (Notifiable Data Breaches) Act 2017*
- *Commission for Children and Young People Act (Vic) 2012*
- *Children Youth and Families Act (Vic) 2005*
- *Equal Opportunity Act (Vic) 1996*
- *Health Records Act (Vic) 2001*

Key Related Documents

- DOBCEL Fees and Levies Policy
- Family Fee Assistance
- Privacy Policy
- Out of Home Care Education Commitment (Partnering Agreement) 2018



Enrolment Procedures

Reviewed: August 2020

Ratified: Ratified

Next Review: 2022

These procedures must be read in conjunction with the DOBCEL Enrolment Policy

Procedures for enrolment in a Diocese of Ballarat Catholic Schools

- Each school must publish the DOBCEL Enrolment Policy and agreement on their website.
- Each school is responsible for its own enrolments in accordance with the enrolment procedures. Enrolment at a Catholic primary school does not guarantee enrolment at a Catholic secondary school.
- The principal will consult with the Education Consultant on any matters pertaining to enrolment where further discernment is required.
- Annual enrolment dates, forms and procedures for Prep (Foundation) students and other year levels will be available on the school website and advertised in school and parish newsletters and community news.
- Schools must use the Enrolment Form provided in (Appendix 1) and ensure that Parents have a copy of the Enrolment Form and Agreement (Appendix 2)
- Schools must provide a timeline indicating when enrolment forms must be lodged, interview dates, notification of enrolment outcome and acceptance date. This will be provided on the school website and updated annually.
- The school will provide parents with the DOBCEL fees policy and procedures at the time of the enrolment enquiry.
- The Principal (or delegate) will interview all parents and the student/s they wish to enrol.
- Students enrolling in a Catholic school are enrolled under the proviso that they are respectful of the religious activities of the school.
- Parents wishing to transfer their child from another Catholic school will be required to complete an 'Application for Enrolment' when applying to the new school.
- When enrolling students whose previous school was interstate, the school will use the protocols of the Interstate Student Data Transfer Note (ISDTN).
- Schools welcome parents who wish to enrol a child with additional learning needs. All schools will comply with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning needs. Under the *Disability Discrimination Act 1992* (Cth), discrimination based on disability is unlawful. (*Disability Discrimination Act 2005*) and ensure they have liaised with the Learning Diversity Leader from DOBCEL Management before the enrolment procedures is completed.

- During the process of enrolment, the particular learning needs of the student will be discussed. Parents have a responsibility to disclose all factors and relevant reports that impact on the child's learning needs and potential resource requirements.
- All prospective enrolments must include a birth certificate
- All prospective enrolments will require relevant documentation with their enrolment form that could include baptism, reconciliation, confirmation and communion sacramental certificates, an Immunisation history statement from the Australian Immunisation Register (primary schools), visa (if relevant) and parenting orders (if relevant).
- Failure to provide (or disclose) all necessary and relevant information regarding the student may lead to delays and/or suspension of enrolment.
- All information gathered will be maintained according to the *Privacy Act 1988*.
- Any breaches of data security will be notified as required by the *Privacy Amendment (Notifiable Data Breaches) Act 2017*.
- A Register of Enrolments containing all necessary information will be maintained at the school.
- Any concerns about the implementation of the Enrolment Policy and/or Procedures may be referred to DOBCEL Management for advice.

Enrolment Selection Criteria

1.1 Starting School: Prep

By law, children must have turned five by 30 April of their first year of school.

Enrolments will be allocated in the following order of priority:

- Siblings of children already enrolled in the school
- Baptised Catholic children who are resident in the parish.
- Baptised Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest
- Baptised children of Catholic families from parishes that do not have a Catholic school.
- Baptised children of Catholic families from other parishes (for pastoral reasons).
- Children not baptised from families in the parish with one parent a baptised Catholic
- Children from another Christian tradition where adult baptism is active in that tradition
- Children baptised in another Christian tradition who reside in the parish
- Children baptised in another Christian tradition who reside outside the parish
- Children from a faith background other than Christian or other pastoral considerations
- At the discretion of the Principal.

1.2 Other Year Levels

Catholic students who wish to transfer from another Catholic or government school will be considered as a priority according to the criteria for Prep enrolments and schools may take into account any additional circumstances. If it is not possible to offer a place, the school will assist in providing information regarding enrolment in nearby Catholic schools.

Baptised students of Christian families or of other faiths who wish to transfer from another Catholic or government school will be considered according to the criteria for Prep enrolments and schools may take into account additional circumstances. The enrolment will depend on a place being available at the school and does not result in the exclusion of a Catholic student. If it is not possible to offer a place, the school will assist in providing information regarding enrolment in nearby Catholic schools.

It is expected that parents/guardians provide the school with all relevant information on a transferring student. The school may request to contact the student's current school.

1.3 Enrolment of Students under the Minimum School Entry Age

The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months as a child must turn five by 30 April in the year of starting school.

The enrolment of students under the minimum starting age is not recommended.

In the rare situation where a parent/guardian seeks enrolment of a child under the minimum starting age the school will assess the child's readiness for school. In the event that a child satisfies the readiness assessment and the school principal supports the enrolment, final approval needs to be obtained from the Executive Director of DOBCEL before the enrolment can proceed.

Application for this approval needs to be completed on the "Application for Early Age Entry to School" proforma (Appendix 3).

Supporting documentation from appropriate health or education 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 all appropriate documentation to the principal for submission to the Executive Director for consideration.

1.4 Out of Home Care, School enrolment responsibilities (outside normal enrolment timelines) in accordance with Out of Home Care Education Commitment Partnering Agreement, 2018

If Child Protection or Department of Health and Human Services is involved schools are expected to:

- (If a place is available), Enrol a student without delay – any delay of more than one day must be endorsed by the Executive Director of DOBCEL
- Ensure that accurate information regarding out-of-home care status is recorded in the school's student information record-keeping mechanism
- Liaise with the student's previous school or early childhood education service to ensure the transfer of relevant information including the Individual Education Plan
- Establish a Student Support Group in the first week of the student's enrolment
- Support the student to stay at the school or maintain a connection with their school if a change must occur
- When a student leaves the school, provide appropriate information to the new school regarding the student's learning and support needs to ensure a smooth transition
- The DOBCEL Management will:

- facilitate the timely and effective enrolment of each student in out-of-home care by providing advice and support to schools;
- work with schools, Child Protection and Department of Health and Human Services to resolve any enrolment difficulties in a timely manner.

1.5 Enrolment of Students with Additional Learning Needs

Catholic schools are expected to welcome parents who wish to enrol a student with additional learning needs and do everything possible to accommodate the student's needs. The process for enrolling students with additional needs should be the same as that for enrolling any student, and should conform to the enrolment process in addition to liaising with the DOBCEL's Learning Diversity Leader as part of this process. Enrolment of students with additional learning needs is subject to what reasonable adjustments schools can make to accommodate the needs of the student. Primary and secondary schools are expected to collaborate to ensure coordination and consistency of policy and processes when students are in transition. Schools are required to comply with the relevant Australian and Victorian Government legislation *Disability Discrimination Act (DDA) 2005* when considering the enrolment of a student with additional learning needs in a Catholic school.

1.6 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 parent/student consent requirements for the provision of information. All relevant documents and information are available at the [Education Council website](http://www.educationcouncil.edu.au/EC-Reports-and-Publications/EC-ISDTN/EC-ISDTN---Non-Gov-Schools.aspx). <http://www.educationcouncil.edu.au/EC-Reports-and-Publications/EC-ISDTN/EC-ISDTN---Non-Gov-Schools.aspx>

1.7 Appealing an enrolment decision

An appeal of the enrolment decision can be made where a family believes that a breach of the school enrolment policy or a breach of the relevant legislation has occurred.

An appeal is made to the Executive Director of Catholic Education Ballarat, PO Box 576, Ballarat VIC 3350 or director@ceoballarat.catholic.edu.au or phone 03 5337 7135.

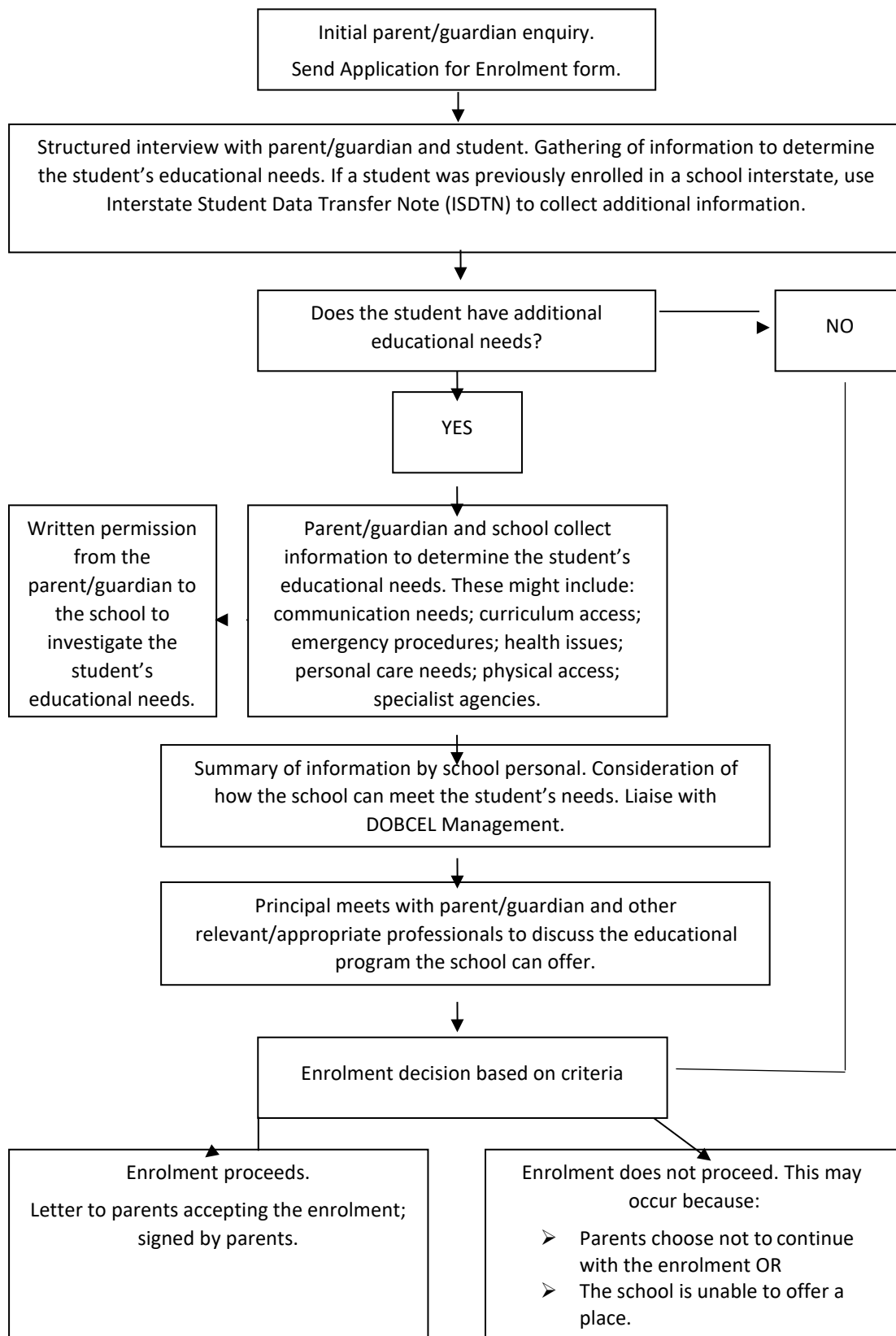
The Executive Director of DOBCEL will investigate the matter, consider if a breach has occurred and make a recommendation to the Principal.

1.8 Communication

The policy will be available on the school website with accompanying enrolment forms and timelines for the enrolment process.

Enrolment Procedures Flow Chart

In the interests of consistency and transparency, it is recommended that schools follow the recommended enrolment process presented in the following flowchart:



2 REGISTER OF ENROLMENTS

All schools must establish an electronic Register of Enrolments to register all students and to record all relevant student and family data. This is part of the SIMON school administration package. All information collected is treated in accordance with the relevant privacy legislation and guidelines. It is a parental responsibility to inform the school of any changes so that the register can be updated.

This register records each student's:

- Date of enrolment
- Name, age and address
- Previous school/preschool contact permission
- Name and contact details of parent(s) or guardian(s)
- Emergency contacts other than parents/guardians
- Family details- responsibility for school fees payment
- Parent/guardian educational background/ School Family Occupation Index
- Siblings attendance at school/preschool
- Home care arrangements
- Court orders
- Student/family code/ EMA eligibility
- Nationality - Languages spoken by students/parents/guardians
- Citizenship status for those not born in Australia
- Sacramental information
- Medical information
- Immunisation
- Permission for sunscreen application & head lice inspection
- Permission for student photographs/videos in print and online promotional, marketing, media & education material
- Where applicable, date the student ceased to be enrolled
- Transfer records
- Victorian Student Number

2.1 Enrolment Register Responsibilities

The Principal:

- Oversees enrolments in accordance with the DOBCEL Enrolment Policy
- Approves enrolments in accordance with the DOBCEL Enrolment Policy
- Reminds parents/carers each semester about updating information on the register

The School Administration Officer:

- Adds enrolment records to the register
- Updates enrolment records on the register as advised by parents, principal and/or staff
- Completes transfer notes for students leaving the school
- Archives records for students who have left the school
- Provides hard copy of class enrolment register to each class teacher at start of term

Class Teachers

- Check hard copy of class enrolment register provided at start of each term
- Advise School Administration Officer if they become aware of changes to student information.

3 FEES

The setting of fee levels and other compulsory charges in Diocese of Ballarat Catholic Schools is the responsibility of the school, considering the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning.

If a family is experiencing difficulty in meeting the required fee payment, the student may not be excluded however, the family is expected to meet and discuss arrangements with the Principal.

Families enrolling in a primary school may also be able to access the 'Family Fee Assistance Scheme' (Appendix 4 Family Fee Assistance Policy).

Appendices

Appendix 1	Enrolment Form (available upon application)
Appendix 2	Enrolment Form Explanatory Sheet
Appendix 2a	School Family Occupation Index
Appendix 3	Application for Early Age Entry to School
Appendix 4	Family Fee Assistance Scheme



St. Mary's Primary School Swan Hill

PHOTOGRAPH/RECORDING PERMISSION FORM

Dear Parent/Guardian

At certain times throughout the year, students may have the opportunity to be photographed or recorded/filmed by the school or its service providers for school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

Catholic Education Ballarat (CEB), relevant Parish, Diocese of Ballarat and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/recordings in print and online promotional, marketing, media and educational materials.

We would like permission to use your child's photograph/recording for the above purposes. Please complete the permission form below and return it to the school as soon as possible.

Thank you for your continued support.

STUDENT'S FULL NAME:		YEAR LEVEL:	
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- I give permission for my child's:
 - name
 - photograph
 - recordingto be published by the school on/in:
 - the school website
 - social media
 - promotional materials
 - newspapers and other media.
- I authorise CEB/Parish/Diocese of Ballarat/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for CEB/ Parish/ Diocese of Ballarat/the CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/recording of my child to be used by the school/CEB/the CECV in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

LICENSED UNDER NEALS: The photograph/recording may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of parent/guardian (please circle):			
Signed: parent/guardian		Date:	
If the student is aged 15+, they may also sign: Signed: student		Date:	

Any permission and consent given may be withdrawn by the parent/guardian or student (if they are aged 15 or over) by notifying the school in advance of any photograph or recording being made.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website [insert school web address].



St. Mary's Primary School Swan Hill

Agreement Form

I acknowledge that I understand and accept the terms and conditions of enrolment as set out in the Explanatory Statement and, if enrolment is accepted, I agree that there are certain expectations, obligations and guarantees required of parents/guardians of the school's students, so that a harmonious relationship may be established:

- I will support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school
- I will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)
- I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as required upfront at the beginning of the school year or in three instalments (and will pay in full by the end of Term 3 each year), or I will otherwise notify the school immediately if I am experiencing financial difficulties
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs)
- I will attend parent/teacher and information evenings which relate to my child
- I will participate in a working bee once a year or make a financial contribution
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal
- I will treat all members of the school community with respect as befits a Catholic school
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred
- As a parent/guardian, I understand that if this application is successful, I will support the vision of the school and parish. In accepting the enrolment, I agree to abide by all of the school's policies, procedures and protocols (Policies). These Policies are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support any academic/social/behavioural needs of my child. I agree to support my child's participation in the religious life of the school (e.g. school liturgies, Masses etc.). The consequence of not complying with the school's Policies may result in the termination of the enrolment.

I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

Parent A/Guardian 1 signature:		Date:
Parent B/Guardian 2 signature:		Date:

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website <https://smswanhill.catholic.edu.au>.

Enrolment Form Explanatory Statement

1. PREAMBLE

- 1.1. Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2. Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership with the school by supporting the school in furthering the spiritual and academic life of their children.

2. ENROLMENT

- 2.1. You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school.
- 2.2. To meet school government requirements, you will need to provide the school with a completed enrolment form including, amongst other things, the information listed below.

<ul style="list-style-type: none"> Evidence of your child's date of birth, e.g. birth certificate, passport and Immunisation History Statement 	<ul style="list-style-type: none"> Information about the language(s) your child speaks and/or hears at home
<ul style="list-style-type: none"> Religious denomination 	<ul style="list-style-type: none"> Nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted) where applicable.
<ul style="list-style-type: none"> Names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians 	<ul style="list-style-type: none"> Doctor's name and telephone number
<ul style="list-style-type: none"> Names of emergency contacts and their details 	<ul style="list-style-type: none"> Information on additional learning needs (for example, does your child require additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
<ul style="list-style-type: none"> Specific residence arrangements 	<ul style="list-style-type: none"> Parenting agreements or court orders, including any guardianship orders.

- 2.3. After lodgement of this form, school staff may need to request further information from you, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if you require it.
- 2.4. Subject to any special exercise of discretion by the Governing Authority, the following list provides an agreed order of priority for enrolment in Diocese of Ballarat Catholic Schools, which is consistent with the enrolment policy for all Catholic primary schools. The order of priority is:-
- Siblings of children already enrolled in the school
 - Baptised Catholic children who are resident in the parish.
 - Baptised Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest
 - Baptised children of Catholic families from parishes that do not have a Catholic school.
 - Baptised children of Catholic families from other parishes (for pastoral reasons).
 - Children not baptised from families in the parish with one parent a baptised Catholic
 - Children from another Christian tradition where adult baptism is active in that tradition
 - Children baptised in another Christian tradition who reside in the parish
 - Children baptised in another Christian tradition who reside outside the parish
 - Children from a faith background other than Christian or other pastoral considerations.

3. FEES

3.1. All fee schedules are available from the School.

- 3.2. The setting of fee levels and other compulsory charges in Catholic primary schools is the responsibility of the school, considering the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Principal of the school.
- 3.3. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.
- 3.4. Families enrolling in a primary school may also be able to access the 'Family Fee Assistance Scheme' (Appendix 4 Family Fee Assistance Policy).

4. ENROLMENT UNDER MINIMUM SCHOOL ENTRY AGE

- 4.1. DOBCEL Enrolment Policy is intended to ensure that, when enrolling students, Catholic schools are compliant with relevant Victorian and Australian Government legislation. 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. Enrolment of children under the minimum school entry age and pre-prep programs requires approval from Catholic Education Ballarat via Application for Early Age Entry to School. The approval of the Director of Catholic Education is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

4.2. In the rare situations where:

- a) a parent/guardian seeks enrolment of a child under the minimum starting age
- b) the Principal supports the enrolment of that child at the school if approval were granted

The approval of the Director of Catholic Education is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

5. TERMS OF ENROLMENT REGARDING ACCEPTABLE BEHAVIOUR

5.1. Our schools exemplify the Gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and in this regard, understands their rights and acknowledges their obligation to behave responsibly.

5.2. Every person at the school has a right to feel safe, to be happy and to learn, therefore Catholic schools aim:

- a) to promote the values of honesty, fairness and respect for others;
- b) to acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
- c) to maintain good order and harmony;
- d) to affirm cooperation as well as responsible independence in learning; and
- e) to foster self-discipline and to develop responsibility for one's own behaviour.

5.3. The school leadership team, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and the school's Code of Conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour. **The school's Code of Conduct is available on their website.**

5.4. Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

6. TERMS OF ENROLMENT REGARDING CONFORMITY WITH PRINCIPLES OF THE CATHOLIC FAITH

6.1. As a provider of Catholic education, the Principal will consider the need for the school community to represent and conform to the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Pupils and families who are members of other faiths are warmly welcomed in Catholic schools. However, the school reserves its right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

7. TERMS OF ENROLMENT REGARDING PROVISION OF ACCURATE INFORMATION

- 7.1. It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon his or her physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
- 7.2. Parents and guardians must provide accurate and up to date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 7.3. Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.
- 7.4. The provision of false information including inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

8. ENROLMENT FOR CHILDREN WITH ADDITIONAL NEEDS

- 8.1. The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:
 - a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma);
 - b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individualised educational programs, behaviour support plans or other educational interventions as may be relevant);
 - c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals; and
 - d) any limitations on the school's ability to provide the additional assistance requested.
- 8.2 The school will liaise with staff from DOBCEL Management before a final enrolment decision is made.

The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

8.3 As every student's educational needs can change over time, it will often be necessary for the school to review any adjustments that may be required, in consultation with parents/guardians and the student's treating medical/allied health professionals, in order to assess:

- e) whether the adjustments remain necessary and are appropriate to the student's needs
- f) whether the adjustments are having the anticipated positive effect on the student's individual physical, functional, emotional or educational goals
- g) whether it remains within the school's ability to continue to provide the adjustments, given any limitations that may exist.

9. EDUCATION PROGRAM

The school curriculum is consistent with Diocesan and Victorian government requirements. Learning is developed through subject and multi-disciplinary areas. The capabilities are integrated into the learning experiences. Individual student needs are supported through the provision of reasonable adjustments to the learning program and targeted strategies. The school website provides further information.

10. ASSESSMENT AND REPORTING

Various opportunities are provided during the year to let you know your child's progress. You will receive two comprehensive written reports each year, and arrangements will be made for at least one interview where you can discuss your child's progress with the teachers. In addition, you can always contact the school to arrange a meeting with the teachers if you have concerns or wish to have an update on progress.

11. PRIVACY POLICY

11.1. The school collects personal information, which may include sensitive information such as health information, both before and during the course of a student's enrolment at the school.

11.2. Where personal information is given to the school in confidence, it will not be disclosed without authority of the parent/guardian or person providing the information. Only staff who 'need to know' and have authorisation from the Principal will be given access to the relevant information.

11.3. Certain laws governing or relating to the operation of schools require that certain information is collected.

11.4. The school handles the personal information of pupils and parents/guardian that it collects and holds in accordance with the Commonwealth *Privacy Act 1988* and the Australian Privacy Principles in that Act. The school handles any health records of pupils and parents/guardians that it collects and holds them in its records in accordance with the *Health Records Act 2001 (Vic)* and the Health Privacy Principles in that Act. In the rare case of a breach of data security, the school will make the necessary notifications required by the Privacy Amendment (Notifiable Data Procedures Act 2017)

11.5. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This may include other schools (including secondary school application and enrolment purposes), government departments, DOBCEL Management, the Catholic Education Commission, our local dioceses and the parish, other diocese, medical practitioners and people providing services to the school, including specialist visiting teachers, sports coaches and volunteers.

- 11.6. Personal information collected from pupils is regularly disclosed to their parents/guardians. On occasion, information such as academic and sporting achievement is published by the school and other local news providers. Permission and consent is sought from a parent/guardian (and from the pupil if they are aged 15 or over) for photographs and videos that may be taken of the pupil to be used and published for certain purposes (through annual completion of the Photograph/Video Permission Form). Photographs and videos may then be used and published for the permitted purposes without further notice being provided. Any permission and consent given may be withdrawn by the parent/guardian or pupil (if they are aged 15 or over) by notifying the school.
- 11.7. Parents/guardians may seek access to and request correction of personal information collected about them and their son/daughter by contacting the school. Students may also seek access to and request correction of personal information about them. However, there will be occasions when access to personal information is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student or where students have provided information in confidence.
- 11.8. The school from time to time engages in fundraising activities and will also communicate with you about events or offers which the school considers relevant. Your information may be used for these purposes. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose, e.g. the Social & Fundraising Committee. The school will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 11.9. If you provide the school with the personal information of others, such as doctors or emergency contacts, you should only provide information that the school requires and we encourage you to inform them that you are disclosing that information to the school.
- 11.10. The school has a Privacy Policy which explains how it manages personal information that it collects and holds. [This document is available on the school's website.](#)

APPENDIX 2a

SCHOOL FAMILY OCCUPATION INDEX

PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

OCCUPATION GROUP A

SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations

Senior Executive/Manager/Department Head in industry, commerce, media or other large organisations

- **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration

- **Public service manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research/facility manager, police/fire services administrator]
- **Defence Forces commissioned officer**

Qualified professionals – generally have a degree or higher qualifications and experience in applying this knowledge to: design, develop or operate complex systems, identify, treat and advise on problems, teach others

Health, Education, Law, Social Welfare, Engineering, Science, Computing, Business, Air/sea transport professionals

- **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]

- **Engineering** [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

OCCUPATION GROUP B

OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business owner/manager

- **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

Arts/media/sportspersons

- **Artist/writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

Associate professionals – generally have diploma/technical qualifications and provide support to managers and professionals

Health, Education, Law, Social Welfare, Engineering, Science, Computing, Business/administration

- **Medical, science, building, engineering, computer technician/associate professional**
- **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]

- **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, law clerk, court officer, bailiff]
- **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

OCCUPATION GROUP C

TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

Tradesmen/women – generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.

- **Trades** [e.g. electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

Clerks, skilled office, sales and service staff

- **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

OCCUPATION GROUP D

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

Drivers, mobile plant, production/processing machinery and other machinery operators

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]

- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

Hospitality, office staff

- **Sales staff** [e.g. sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker]
- **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

Labourers and related workers

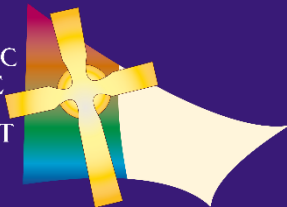
- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

APPENDIX 3

Application for Early Age Entry to School

*Principal: Please forward completed application, parent letter and supporting documentation to:
DOBCEL Executive Director, PO Box 576, Ballarat, Victoria, 3350*

This application for Early Age Entry to School should be completed by parent/s or carer/s in consultation with the relevant professional and provided to the Principal for submission to the Executive Director, DOBCEL.			
Child Surname:			
Child First Name:		Female <input type="checkbox"/>	Male <input type="checkbox"/>
Date of Birth:		Age:	
Parent/caregiver's name		Relationship to child:	
Parent/caregiver's name		Relationship to child:	
Address:			
Contact numbers:			
This application must include comprehensive evaluations by a registered psychologist and anecdotal records and observations by a pre-school/kindergarten teacher as outlined below:			
Please indicate the documentation that has been attached to this form:			
Registered Psychologist (Educational and Developmental)	Pre-school/ kindergarten		
<input type="checkbox"/> Intellectual/ Cognitive Ability	<input type="checkbox"/> Anecdotal Records & Observations		
<input type="checkbox"/> Socio-emotional Development			
<input type="checkbox"/> Academic Readiness			
To be completed by a Registered Psychologist:		Name:	
<input type="checkbox"/> In my opinion this child is ready for Early Age Entry to school.	Signature:		
<input type="checkbox"/> In my opinion this child is not ready for Early Age Entry to school	Signature:		
Further supporting material may also be attached, e.g. evaluation of physical health and motor development from a paediatrician or general practitioner.			
Name of Developmental Paediatrician/GP providing the evaluation			
Application Forwarded by: Principal's Name	School Name:	Principal's Signature	



FAMILY FEE ASSISTANCE SCHEME



Diocese of Ballarat Catholic Education Limited (DOBCEL)

5 Lyons Street South, Ballarat
P 03 5337 7174 | E admin@dobcel.org.au | W www.dobcel.org.au

Last updated: 2 April 2020

Tuition Fee Discounts

In all Ballarat Diocesan Catholic Primary Schools, tuition fee discounts are available to families eligible for a means tested Health Care Card, Centrelink Pensioner Concession Card or Veteran Affairs Pensioner Card. The scheme offers tuition fee discounts to both Catholic and non-Catholic families, to new and current students. Although a family may be eligible to receive a fee discount, families may choose not to apply for the fee discount and pay the full school fee.

The Family Fee Assistance Scheme will be implemented across all Ballarat Diocesan Catholic Primary Schools. Families that qualify for the scheme will pay \$520 per annum (\$10 per week) for primary school tuition fees.

The discounted fee covers tuition and capital fees only. It does not cover additional charges such as camps, book hire, subject levies; however, parents may approach the principal as it may be possible to have these additional charges discounted. If you are receiving the Family Fee Assistance tuition fee discount, your child will be able to take part in school activities, trips and excursions, however, you may be required to pay for activities which require additional payment.

To access this scheme you will need to go through the school's normal enrolment procedures in order to gain a place for your child at the school. Once a position had been confirmed, you will be informed that Family Fee discounts are available; and to gain access to the discount, parents or guardians will need to show a valid card and complete a simple application form.

It is expected the Scheme will continue to operate for the length of the child's enrolment at the school whilst a family is eligible for the Health Care Card, Centrelink Pensioner Concession Card or Veteran Affairs Pensioner Card.

Eligibility

For the purposes of this Scheme, a Parent/Carer must hold a means tested Health Care Card, Centrelink Pensioner Concession Card or Veteran Affairs Pensioner Card. Centrelink issues a number of cards for a variety of reasons. For some cards the income test requirements are stringent whilst for other cards they are more generous or non-existent. The aim of the Scheme is to assist families with limited financial resources and therefore, only cards with the lower income test requirements are automatically eligible. Please note that students who are holders of Health Care Cards are not eligible.

If you receive a Health Care Card during the school year but after Term 1, the reduced fee will apply on a prorata basis. For example, if you receive the card in June you will be charged two terms at the full rate and two terms at the reduced rate. If you pay the tuition fee for the whole year and your card is no longer valid or is not renewed, you should inform the school immediately once the card is no longer valid. A new account will be issued.

If you are not eligible for the Family Fee Assistance discount yet are experiencing financial difficulty, you should apply for fee assistance through the school principal. You will be asked to provide information to assist the school in assessing your individual claim for assistance.