

Enrolment

Procedures



Contents

1	Context	3
2	Scope	3
3	Policy Supported	3
4	Procedures	3
5	Resources and Further Information	7
6	Revision Record	7

1 Context

The SACCS Enrolment Procedures for Catholic schools in South Australia are developed in the spirit of the Church's particular emphasis on discipleship, engaging Catholic families who are not accessing a Catholic education and planning provision that responds to current and future educational needs of students and their families.

The SACCS Enrolment Procedures support parents, principals and school communities by providing clarity regarding the criteria and procedures for enrolment in Catholic schools and pre-schools in South Australia.

The procedure is to be applied consistently across schools and pre-schools.

2 Scope

The SACCS Enrolment Procedures apply to all Catholic schools and preschools in South Australia.

3 Policy Supported

These enrolment procedures are supported by the SACCS Enrolment Policy.

4 Procedures

4.1 Enrolment into Catholic Schools

Parishes and schools should make special efforts to encourage parents to choose a Catholic school as the usual means of helping them educate their children in the Catholic faith. Schools should make clear to parents, usually within the school prospectus at the time of the initial enquiry, the unique elements of a Catholic education and in doing so articulate the unique opportunities and responsibilities that come with choosing a Catholic education for their child(ren) (Charter for Parents in Catholic Schools SA).

4.2 Enrolment Priority Criteria

The Enrolment Priority Criteria are used in circumstances within the school context where demand exceeds the number of available enrolment places. Principals will exercise discretion in relation to the enrolment of children of families who have special pastoral circumstances. Decisions about enrolments are informed by the following criteria:

- Baptised Catholic children within the parish(es)
- Siblings of children already enrolled in the school whose families have demonstrated ongoing support for the ethos of the school
- Children already attending a Catholic primary school and whose families have demonstrated ongoing support for the ethos of the school (for Catholic middle and secondary schools)
- Baptised Catholic children and their siblings relocating from rural communities
- Children already enrolled in a Catholic school whose families have supported the ethos of the school

- Children of Catholic families who are not in the above criteria or who are from outside the local designated Catholic parish(es).

The dot points above are not presented in hierarchical order.

4.2.1 For enrolment of children from families who belong to other churches and faith traditions or from non-religious backgrounds and are prepared to support the ethos, values, liturgical and sacramental practices and traditions of the Catholic Church, each school and pre-school is expected to have clearly defined criteria that takes into account the:

- Church's ministry to the world
- preservation of the school's Catholic ethos
- desire of some non-Catholic parents to choose a Christian education for their children
- call to ecumenism.

4.3 Enrolment into Catholic Pre-Schools

The minimum age for starting pre-school is three years and eight months. All children are entitled to four terms of pre-school.

4.3.1 Children who turn four before May 1st will be admitted into pre-school on the first day of Term 1 in that year

4.3.2 Children, who turn four on or after May 1st will start pre-school on the first day of Term 1 of the following year

4.3.3 Aboriginal and Torres Strait Islander children can be admitted to pre-school from the time they turn three

4.3.4 Children under the guardianship of the Minister for Education and Child Development can be admitted to pre-school from the time they turn three.

4.4 Enrolment into Catholic Preschools Receiving South Australian Government Funding

Catholic pre-schools that are funded by State Government grants receive funding on the understanding that the service they provide is open to the wider community. Accordingly, the enrolment process for these Catholic pre-schools should:

4.4.1 be separate from that of the school

4.4.2 make a clear distinction between the school enrolment policy and the pre-school enrolment policy

4.4.3 use separate enrolment forms for the pre-school.

Entry to pre-school neither guarantees entry to the primary school, nor overrides the right of parent choice of school.

4.5 Enrolment into Reception

A two intake per year policy applies for children eligible to start Reception in learning programs situated within the following parameters:

- 4.5.1** A strong commitment to continuity of learning based on research and developmental growth of children
- 4.5.2** A context of transition into primary schooling which is consistent with CESA ethos and identity
- 4.5.3** The flexibility to have either one or two start dates as prescribed by SACCS dependent on the needs and characteristics of the local context of a school community
- 4.5.4** Families are encouraged to seek full Preschool entitlement for every child
- 4.5.5** Children starting in Reception in Term 3 will have a minimum of six terms in Reception
- 4.5.6** The criteria for starting Reception on the first day of school in Term 1 is that the child will attain the age of 5 on or before 30 April in that year
- 4.5.7** The criteria for starting Reception on the first day of school in Term 3 is that the child will have attained the age of 5 on or before 31 October in that year
- 4.5.8** Children whose birthday falls between 1 November and 31 December are not eligible to commence school until the following year.

4.6 Early Entry into Catholic Preschools or Reception

Children identified as gifted may be able to start Pre-school and/or Reception early.

- 4.6.1** Early entry is decided on a case-by-case basis
- 4.6.2** The decision regarding early entry into Pre-school or Reception resides with the principal
- 4.6.3** The principal will make this decision in consultation with the family and teachers concerned and with access to relevant reports and information.

4.7 Enrolment into Catholic Middle/Secondary Schools

- 4.7.1** Normally Catholic children who have completed their education in a Catholic primary school will have priority of entry into Catholic middle or secondary schools
- 4.7.2** Catholic students from rural Catholic primary schools relocating to access Catholic middle or secondary schooling will have priority entry, where possible
- 4.7.3** When children move from one Catholic school to another, consultation between the schools should occur
- 4.7.4** Post-primary, Catholic school enrolment is dependent on enrolment vacancies and policies of the enrolling school.

4.8 Students with Disability

- 4.8.1** An enrolment application for a student with disability will be considered on the same basis as all other enrolment applications and in accordance with the legal obligations of the *Disability Discrimination Act (1992)*, the *Disability Standards for Education (2005)* and the *Equal Opportunity Act (SA) 1984*
- 4.8.2** Enrolment for eligible children is planned, negotiated and case managed using the CESA Enrolment and Support Process
- 4.8.3** The process identifies the child's needs and the reasonable adjustments required to enable the student to access the school and participate in the learning environment on the same basis as a child without disability.

4.9 Transfer between schools

Where a transfer is possible, consultation between the former and proposed school should occur before acceptance of a student transfer from another metropolitan, country or rural school or college.

- 4.9.1** Any Catholic school accepting an enrolment of a student from another Catholic school or school sector should send appropriate advice to the student's previous school. The Student Transfer Advice is to be completed. The Schools Assistance Act 2008 requires that interstate transfers be notified using the Interstate Student Data Transfer Note (ISDTN)
- 4.9.2** A copy of the Student Transfer Advice for intra-state transfers is available on CESA Online at:

<http://online.cesaneet.adl.catholic.edu.au/docushare/dsweb/Get/Document-1919/Student+Transfer.pdf>

Information and forms for the Interstate Transfer Note (ISDTN) are found at:

<http://www.scseec.edu.au/EC-Reports-and-Publications/EC-ISDTN.aspx>

4.10 Overseas Students

- 4.10.1** Schools should obtain copies of relevant visa documentation regarding overseas student application for enrolment to ensure eligibility for enrolment and funding.
- 4.10.2** Schools enrolling students who hold student visas (sub-class 570) must be CRICOS registered (Principals are to check with their Principal Consultant).
- 4.10.3** Schools responding to enrolment enquiries from families with school age children who have entered Australia on other visa sub-classes, including where the enrolment enquiry is for a dependent of an adult on a student visa, should confirm (with their Principal Consultant):
- that the student is eligible to enrol in a Catholic school
 - the fees payable.

5 Resources and Further Information

- CESA Vision and Strategic Plan
<http://www.cesa.catholic.edu.au/about/what-we-believe>
<http://www.cesa.catholic.edu.au/about/our-strategy>
- Charter for Parents in Catholic Schools SA
<http://www.parentfederation.catholic.edu.au/the-parent-voice/charter-for-parents>
- Disability Discrimination Act (2009)
<https://www.legislation.gov.au/Details/C2009A00070>
- Disability Standards (2005)
<https://www.education.gov.au/search/site/Disability>
- Enrolment and Support Process for Students with Disabilities
<http://online.cesane.adl.catholic.edu.au/docushare/dsweb/View/Collection-4601>
- Education of Gifted and Talented Students Policy (2015)
<https://online.cesa.catholic.edu.au/docushare/dsweb/Get/Document-24818/EducationofGiftedandTalentedStudentsPolicy20141029.pdf>

Education of Gifted and Talented Students Procedure (2015)
<https://online.cesa.catholic.edu.au/docushare/dsweb/Get/Document-24819/EducationofGiftedandTalentedStudentsProcedure20141029.pdf>
- Equal Opportunity Act (SA) 1984
http://www.austlii.edu.au/au/legis/sa/consol_act/ea1984250/
- Interstate Data Transfer Note
<http://www.scseec.edu.au/EC-Reports-and-Publications/EC-ISDTN.aspx>
- Universal Declaration of Human Rights – Article 26
<http://www.un.org/en/documents/udhr/index.shtml#a126>

6 Revision Record

Document Title	Enrolment Procedures
Document Type	Procedures
Document Date	August 2016
Process Owner	Assistant Director: Religious Identity and Leading Learning

Contact	Bruno Vieceli Assistant Director, Religious Identity & Leading Learning ☎ 8301 6600 ✉ bruno.vieceli@cesa.catholic.edu.au
Approval Authority	Education Standing Committee
Review Date	August 2021
Revision History	1999, 2005, 2012