



Enrolment Policy

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1. Introduction and Purpose

Catholic education is integral to the evangelising mission of the Catholic Church in the Diocese of Parramatta under the leadership of the Bishop. It is through an education grounded in excellence, inclusivity and Catholic tradition that we strive to enrich the lives of our students.

Catholic schools exist to provide a quality Catholic education in an environment that is welcoming and inclusive. The key purposes of this policy document are to:

- Establish required processes and identify requirements for enrolling students into a CSPD school
- Identify students who are most strongly aligned with the CSPD ethos
- Promote equitable outcomes amongst the communities we serve

2. Scope

This Policy provides information about the enrolment principles, enrolment criteria and procedures for parents/carers seeking to enrol a child into a CSPD School.

All Enrolment Applications are considered in accordance with this Policy.

CSPD and parents/carers enter into an enrolment contract that is lived out in the context of our commitment to the integration of faith and life. By entering into the enrolment contract, parents/carers, the school and students are engaged in an ongoing partnership in meeting the expectations of the school community.

Procedures described in the related documents in this Policy (Part 4) are mandatory. Any guidelines referred to in this Policy are designed to assist the implementation of this Policy.

3. Definitions

Applicant means the responsible adult making the Enrolment Application on behalf of the child/young person to be enrolled.

Applicant's parish means the parish within which the school is located or a parish where the student's family regularly attends.

Catholic family means a family of the student being enrolled is Catholic, and/or at least one parent/carer is Catholic and/or the student is Catholic. 'Catholic' includes those from Eastern Rites.

CSPD means Catholic Schools Parramatta Diocese.

CSPD School means any school operated by the Catholic Schools Parramatta Diocese.

Community of schools is where a community of schools exists, usually on the same site, providing education from early years to Year 12.

Enrolment Application Form is the application parents/carers make to enrol their child in a CSPD School.

Orthodox means those members of an Orthodox Church e.g. Greek, Russian, Coptic.

Parent/Carer means the parent/s, guardian/s or carer/s of the student. Where the student is over 18 years of age and living independently, clauses referring to parents also apply to the student. Parent/Carer 1 and Parent/Carer 2 refer to the fee-paying parent(s)/carer(s) of the child being enrolled.

Student means the child/young person seeking to be enrolled into a CSPD school.

Waiting List An application may be waitlisted for future years if the waiting list has not reached its set limit, as determined by the CSPD Enrolment Team in consultation with the school.

4. Policy

- 4.1 CSPD's *intent* is to transform the learning of each student and enrich the professional lives of staff within a Catholic learning community
- 4.2 CSPD Schools value parents/carers as first educators of their children, and understand their need to choose the school best suited to [their] educational purpose.
- 4.3 CSPD Schools welcome students and families from a diverse range of backgrounds and needs.
- 4.4 CSPD Schools preference Catholic children, while always supporting those who are poor, marginalised and in most need. Where places are limited, the Principal has delegated responsibility to make enrolment decisions in alignment with the Enrolment Priorities (Listed in Section 4.5) and in consultation with their Head of Performance and/or the CSPD Enrolments Team.
- 4.5 Where places are limited, priority is to be allocated to applications in the following order:
 - 4.5.1 siblings of students currently enrolled in the school to which the Application is being made;
 - 4.5.2 students presently enrolled within a community of schools (e.g. Westmead Catholic Community, the Catholic Learning Community of

- John XXIII and St John XXIII Catholic College) as they progress to another school within that community;
- 4.5.3 students who are Catholic and from another CSPD School;
 - 4.5.4 students of Catholic families who worship or live in the school's parish;
 - 4.5.5 students of Catholic families who worship or live in another parish;
 - 4.5.6 any student who has been enrolled in a CSPD School (for high school applications, a minimum enrolment period of 2 years);
 - 4.5.7 students from Orthodox families;
 - 4.5.8 of similar priority, students of Indigenous or Torres Strait Islander descent; children of permanent CSPD staff; students who attend an Ambrose Preschool;
 - 4.5.9 students from families belonging to other Christian churches who, with their parents/carers, respect and agree to support the Catholic mission of the school including the faith education it offers for their children, and
 - 4.5.10 students of no faith or non-Christian faiths who, with their parents/carers, respect and agree to support the Catholic mission of the school including the faith education it offers for their children.
- 4.6 A student will not be denied enrolment because of the parents'/carers' genuine inability to pay school fees.
 - 4.7 Where applicants on the waiting list are of equal status according to the enrolment criteria, the Principal may determine priority by the date of application, with earlier applications given priority.
 - 4.8 All enrolment applications are subject to a mandatory family interview conducted by members of the school's Leadership Team or delegated school leaders prior to an offer being made. In schools that receive more applications than available places, interviews are conducted in the first instance for applicants most likely to progress to enrolment; however, any applicant offered enrolment at a later stage must also undergo a family interview before an offer is confirmed.
 - 4.9 Enrolment for students with identified or suspected complex needs will follow a pathway separate from the standard enrolment process, as outlined in the CSPD Procedures: Enrolment of Students with Complex Needs. Referral at the earliest opportunity is strongly recommended to ensure timely processing.
 - 4.10 All CSPD Schools must adhere to the Enrolment Timeline. First Round Offers must be emailed to families only on the date specified by the timeline.

- 4.11 An Enrolment Application Form can be submitted up to two (2) years before the intended year of enrolment. Confirmation of enrolment at a nominated school will occur approximately 8 months prior to the year for which the Enrolment Application is made.
- 4.12 Parents/Carers may accept an offer of enrolment at one school only per child, in any given year.
- 4.13 An enrolment deposit, which varies between schools, is a non-refundable fee and is deducted from the first term's fees if commencing at the beginning of the school year, or the term in which the student commences. One transfer of the Enrolment Deposit is permitted between CSPD schools prior to the student commencing at the school.
- 4.14 If an Enrolment Application to a school is not successful, the Applicant has the option to:
- 4.14.1 remain on a Waiting List for that school if applicable; and/or
 - 4.14.2 apply to another CSPD School if places are available, and
 - 4.14.3 receive an offer of support from CSPD to be considered for enrolment at another CSPD School.
- 4.15 An Applicant has the option to remain on a Waiting List of their first preference school while accepting a place at their second preference school.
- 4.16 All parents/carers whose Enrolment Application to their first choice of school is not successful, will be actively supported by CSPD for enrolment at another CSPD School that best suits their child's learning needs.
- 4.17 Children whose fifth birthday occurs on or before 31 July may be considered for enrolment in Kindergarten in that year. School readiness is an important factor for parents/carers and the school when determining enrolment.
- 4.18 By law, all children must be enrolled in compulsory schooling by their sixth birthday. Where a child turns six on or after 1 October in a school year, the child must be engaged in full-time preschool education at an accredited preschool for the remainder of that year and enrolled in school within six months of turning six.
- 4.19 Students transferring between CSPD schools will not be prioritised over existing applications and will be considered in accordance with this policy, subject to availability of places.
- 4.20 Enrolment of your child is conditional upon your full disclosure of all relevant information to enable CSPD to assess the application. If your child's needs change following acceptance of enrolment, you must promptly advise CSPD and provide updated relevant information to enable CSPD to assess whether it can continue to meet your child's needs. Where CSPD does not receive full disclosure of relevant information, or is no longer able to meet your child's needs, it reserves the right to terminate the enrolment.

- 4.21 When the parents enrol their child in a CSPD school, they enter into an Enrolment Contract with Catholic Schools Parramatta Diocese. The Enrolment Contract is created upon finalisation of all steps below:
- 4.21.1 The parents complete an application for enrolment and provide all necessary documentation in support of the application. All parts of the form are signed by both Parent/Carer 1 and Parent/Carer 2, where applicable, who are responsible for engaging in the enrolment of their child/children; and
 - 4.21.2 The school Principal makes an assessment of the application, a mandatory family interview is conducted and an offer of enrolment is emailed to the parents; and
 - 4.21.3 Both Parent/Carer 1 and Parent/Carer 2 sign and date the Enrolment Acceptance Agreement attached to the Letter of Offer; and
 - 4.21.4 The parent(s)/carer(s) pay the required Enrolment deposit. The enrolment deposit will be credited to the first instalment of school fees charged for that student.
- 4.22 Terminating an Enrolment Contract does not absolve parents of their respective liability for any unpaid school fees.
- 4.23 An enrolment can only be terminated by the parent(s)/carer(s) who signed the Enrolment Contract. One (1) party of joint signatories cannot by themselves terminate the enrolment liability. CSPD, at its discretion, may waive the enrolment liability on compassionate grounds.
- 4.24 Enrolment Contracts for students being educated within CSPD may be terminated when:
- 4.24.1 A parent does not want his/her child educated in a CSPD school (i.e. the child is withdrawn from a CSPD school). The outstanding fees will remain payable.
 - 4.24.2 Both parties agree to one (1) of the parties being able to terminate the original enrolment contract by completing and signing a Variation of Enrolment Agreement or providing written consent. It is not sufficient for one of the parties to advise the School or CSPD that the other party consents to the variation of enrolment. Direct consent/correspondence from each signatory to the original enrolment contract is required.
 - 4.24.3 Both parties remain liable for fees incurred during the term of the original enrolment. Where one (1) party does not consent to the removal of the other party's liability, both parties remain liable for all outstanding school fees and for all school fees going forward.
 - 4.24.4 CSPD has determined it is in the best interests of the child and the school community for the child to be excluded permanently from the school and the CSPD system of schools. The student's parents/carers

will be consulted in this process. Any decision to exclude a child permanently from CSPD schools will be made in accordance with the CSPD Suspension, Transfer and Exclusion Procedure.

- 4.24.5 When CSPD determines that a student needs to be transferred to another CSPD school as per the procedures, parents/carers remain liable for any outstanding school fees at the original school.

5. Related Documents

Enrolment documents

If parents/carers have difficulties accessing the enrolment forms, or need other help to complete the form, they should contact the school they wish to enrol their child in.

- Enrolment Instructions Form
- Enrolment Application Form A
- Enrolment Application Form B - only provided if an offer of enrolment is made
- Letter of Offer
- Enrolment Acceptance Form
- CSPD Procedures: Enrolment of Students with Complex Needs
- Enrolment Overseas Students Guidelines
- Privacy Policy
- Standard Collection Notice

Other Documents

- Student Attendance Procedures
- Student Exemption Procedures
- Student Attendance – Completion in Special Circumstances Guidelines
- NSW Health Primary and Secondary school entry and immunisation brochure for parents
- Information Sharing Policy
- Student Use of Digital Devices and Online Services Policy
- Managing Complaints Policy

6. Further Information

Further information on this policy can be directed to the Enrolment Registrar via email enrolment@parra.catholic.edu.au.