

Title	Enrolment Policy
Description of policy	Contains all enrolment policy information for domestic and international students in all Catholic Archdiocese of Canberra and Goulburn Education Ltd (CACGELCACGEL) schools.
Required because	CACGEL 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 CACGEL schools and the bases for all enrolment decisions.
Description of changes	<ul style="list-style-type: none"> • CACGEL responsibilities (section 3) includes Board's and Executive Director's responsibilities. • Section 10 – minor changes to Enrolment Priorities • Removed the definitions section (section 12) and included definitions within the relevant sections. • Updated enrolment priority level 4 in Secondary schools to "Other children who have been enrolled in a Catholic school for a period of at least 3 consecutive years prior to commencing at the secondary school" • Removed previous appendix 1 – Priority Enrolment Areas and Special Enrolment Conditions. • Removed previous appendix 2 related to the RE curriculum. • Minor wording changes throughout the document.
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1. Summary

- 1.1 This policy sets out the principles, procedures, and priority areas for enrolment in primary, secondary and central schools of Catholic Archdiocese of Canberra and Goulburn Education Ltd CACGEL. This policy is applicable to all systemic schools and early learning centres.

2. Enrolment Policy Principles

- 2.1 Catholic Archdiocese of Canberra and Goulburn Education Limited (CACGEL) strives to provide the choice of Catholic schooling to all those seeking a Catholic education for their children.
- 2.2 CACGEL has a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need including students from Aboriginal and Torres Strait Islander cultures, non-English speaking backgrounds and students with disability and/or are diverse learners. 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 System schools established and maintained by CACGEL strive to be authentically Catholic and faithful to the Church, its traditions and teachings. The Catholic school is an evangelising 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 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.
- 2.7 Enrolment of a student into a preferred CACGEL system school cannot be guaranteed.

3. CACGEL Responsibilities

- 3.1 The Board is accountable to the Trustees of the Roman Catholic Church for the Archdiocese of Canberra and Goulburn (Trustees) for developing, monitoring, and evaluating enrolment policies for Catholic System schools.
- 3.2 The Executive Director via the Catholic Education Office manages and administers the enrolment policies and guidelines on behalf of the Board.
- 3.3 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.
- 3.4 The principal acting in accordance with CACGEL 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 representative) and a representative of the school board/council as members. The principal will chair the committee.

4. Parent / Guardian 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 enrolment priority level, 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 early learning centre or ACT primary school and follow any special enrolment conditions for all other schools. Refer Appendix 1.
- 4.3 Parents/guardians must be prepared to abide by the provisions specified in the enrolment contract and/or the parent commitment agreement 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 are responsible for disclosing all relevant information related to their child's application for enrolment that the school will need to consider, including provision of relevant documentation requested.
- 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/guardians enrolling their child(ren) in a CACGEL 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. Financial assistance may be available, where there is a genuine inability to pay fees in line with the CACGEL [Fees and Levies Policy](#). Failure to honour financial commitments required by the school may jeopardise enrolment offers and/or ongoing enrolment of the student at any CACGEL system school.
- 5.3 Acceptance into a Catholic early learning centre does not confer 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 Separate enrolment applications are required for each of the official intake years namely:
 - Early Learning Centre
 - Kindergarten and
 - Year 7.

- 5.5 Enrolment applications received after the due date will only be considered if vacancies still exist. Enrolment priority levels and priority enrolment areas continue to apply for enrolment applications received after the due date.
- 5.6 Special enrolment conditions apply from time to time as part of managing enrolment demand to ensure the choice of Catholic schooling is provided to as many families as possible. Current enrolment conditions are detailed in Appendix 1.
- 5.7 The Executive Director of Catholic Education, on advice from CACGEL's Enrolment Review Committee, 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 Executive 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

- 5.8 Parents can end a student's enrolment at any time with two weeks' written notice. See the [School Fees and Levies Policy](#) for fee implications of ending enrolment during term.
- 5.9 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 Behavioural Support Suspension and Expulsion Policy](#); or
 - The enrolment contract is terminated by CACGEL.
- 5.10 CACGEL may terminate the 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 an enrolment contract is terminated the principal will ensure that the parent and the student:
- are informed of reason/s the school 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 an enrolment contract can be terminated.

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. It is a regulatory requirement that students must be enrolled by the time they turn six (6) years of age.

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 CACGEL 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 if the child has additional needs in the enrolment application.
- 7.4 When an application is received for a child with additional needs, the principal 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 final decision to refuse an enrolment rests with the CACGEL Executive Director.

- 7.7 Where students are transitioning from one CACGEL 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 Student residency or visa status must be disclosed in the enrolment application due to specific conditions applied to certain visa subclasses. CACGEL schools are required to report the number of overseas and local students in census data.
- 8.2 All permanent visa class and most temporary visa class holders can enrol in CACGEL schools without limitation and are treated as local students for funding purposes under Australian law.
- 8.3 Certain visas impose enrolment limitations, or do not attract public funding which may render the student a Full Fee Paying Student. These include:
- Student Exchange Visa class 500
 - General Student Visa class 500, and
 - Visitor/Tourist Visa Class 600
 - Temporary visas for students in Australia for less than six months (e.g. some class 400 visas).

Visa Class 500 - Overseas Student Exchange Programs

- 8.4 Exchange Student Enrolment is managed in line with the National Guidelines for Student Exchange Programs (See ACT Education link or NSW Education link).
- 8.5 Students on a Student Visa Subclass 500 Secondary School Exchange Program can enrol in CACGEL 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.
- 8.6 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 at 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.
- 8.7 Exchange students are not reported on the non-Government schools' census unless they attend a school for at least 6 months (two school terms).

Full Fee Paying Students

- 8.8 Full fee paying students are students on visas that are not covered by Government Recurrent Funding. They must pay termly in advance, the full fee for overseas students determined by the Board. They include all overseas students except overseas students on official student exchange programs.

8.9 These visas are detailed below and summarised in the [Enrolling Students on Visa Fact Sheet](#)

Visa class 500 – General Temporary Student Visas

8.10 Students with a general class 500 Student Visa in CACGEL 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.

8.11 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.

8.12 If the parents meet these two criteria, the student pays usual school fees.

8.13 CACGEL is not registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) so no CACGEL 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)

8.14 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**.

8.15 Students on these visas can enrol in CACGEL 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](#)).

8.16 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).

8.17 Schools may use the template [Letter for Enrolment on Tourism Visas](#) to communicate the requirements and calculate the enrolment period.

8.18 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

8.19 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 CACGEL receives no 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 CACGEL accepts applications for early enrolment in early learning centres, primary and secondary schools for gifted and talented students and students moving to CACGEL 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 CACGEL Senior Officer Wellbeing and Inclusion.
- 9.5 Applications for early enrolment are reviewed by the Senior Officer Wellbeing and Inclusion, a CACGEL 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:
- 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).
- 9.9 Parents/guardians must provide evidence of psychological assessment and attach it to 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. CACGEL 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 when offers are.

Early Learning Centres (ELC)

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

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 consecutive years prior to commencing at the secondary school.
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 CACGEL enrolment team in collaboration with schools will provide data upon request to the Board.
- 11.2 The Board will monitor enrolment information submitted and action taken, to ensure the Catholicity and the basic aims of Catholic education are maintained.
- 11.3 CACGEL will only provide enrolment information to authorised entities.

12. Related Documents

12.1 Related CACGEL Documents:

- [Enrolment Process Guide](#)
- [Enrolling students on visas fact sheet](#)
- [School Fees and Levies Policy](#)
- [Supporting Students With Additional Needs Policy](#)
- [Enrolment Considerations for Students with Disabilities Form](#)
- [Behavioural Support Suspension and Expulsion Policy](#)
- [Letter for Enrolment on Tourism Visas](#)

13. Contact

- 13.1 For support or further questions relating to this policy, contact the CACGEL enrolment team within the Strategy Service Area on enrolment@cg.catholic.edu.au.

Appendix 1 - Definition of Baptised Catholic

For the purpose of determining enrolment priorities, the definition of a baptised 'Catholic' includes the following Catholic denominations.

List of Autonomous Catholic Churches

1. The Patriarchal Latin Catholic Church
 2. The Patriarchal Armenian Catholic Church
 3. The Patriarchal Coptic Catholic Church
 4. The Ethiopian Catholic Church
 5. The Patriarchal Antiochian Syrian Maronite Catholic Church
 6. The Patriarchal Chaldean Catholic Church
 7. The Syro-Malabar Catholic Church
 8. The Patriarchal Syrian Catholic Church
 9. The Syro-Malankara Catholic Church
 10. The Patriarchal Melkite Catholic Church
 11. The Italo-Albanian Catholic Church
 12. The Ukrainian Catholic Church
 13. The Ruthenian Catholic Church
 14. The Byzantine Catholic Church USA (Rusyn Ruthenian Slovak)
 15. The Romanian Catholic Church
 16. The Greek Catholic Church in Greece
 17. The Greek Catholic Church of Croatia and Serbia
 18. The Bulgarian Catholic Church
 19. The Slovak Catholic Church
 20. The Hungarian Catholic Church
 21. The Russian Catholic Church
 22. The Belarusian Catholic Church
 23. The Albanian Catholic Church
 24. The Georgian Catholic Church
 25. The Croatian Catholic Church
- (source: catholiceducation.org)