

# Enrolment Policy

## DIOCESE OF WAGGA WAGGA

Number	06/01
Name	Enrolment Policy
Applicability	All Schools / Boarding Facilities / Staff / Parents / Students
Contact Person	Director of Schools
Status	Endorsed
Date of Approval	March 2014
Date Last Amended	March 2014
Related Policies/Documents	<ul style="list-style-type: none"> <li>• Enrolment Procedures</li> <li>• Enrolment Form</li> <li>• Ascertainment Guidelines for the Enrolment of Students with Disabilities</li> <li>• Enrolment of VISA holders</li> <li>• Cost Recovery Fees of FFPOSS</li> </ul>
Review Period:	March 2017

# ENROLMENT POLICY

## Policy Statement

All parents give a firm commitment that they accept and support the life, nature and identity of the Catholic school, including the participation of their children in religious education programmes.

No enrolment is denied simply because of an inability, as against an unwillingness of the parents/carers to pay.

NSW Legislation allows for the enrolment of children into Kindergarten who turn five before 1 August. Parents of children who turn five after 30 May are advised by the Principal of the possible implication for their child. Students are to start school by the age of 6.

Closing date for enrolment in a class for the following year is advertised through the Parish newsletter, feeder schools and public notices.

Enrolments after closing date are accepted depending on suitability, the criteria in (i) or (ii), and vacancy in the year group.

## Priority Enrolments

Date of application is used to determine a priority order within a category.

*If the number of applications exceeds the number of vacancies then the age of the student becomes applicable. Older children are accepted first.*

### (i) Primary Schools:

1. Catholics within the Parish.
2. Catholics outside the Parish.
3. Non-Catholic students in agreement with Catholic ethos.

### (ii) High Schools/Colleges:

1. Catholic students from Catholic feeder schools or from Parishes without Catholic Primary schools.
2. Catholic students from other schools.
3. Non-Catholics students in agreement with the Catholic ethos from Catholic Schools.
4. Students in agreement with the Catholic ethos from non-Catholic schools.

### (iii) Boarding Schools

1. Acceptance into a boarding school depends on the applicant's acceptance into a Secondary School based on the above criteria and assessment of suitability to boarding.

## **Parent Responsibilities**

All parents applying to enrol their children in a Catholic Diocesan school complete the official Application for Enrolment form and return it by the due date.

Parents should be prepared to abide by the provisions of that form, especially with regard to the support they give the school in the Catholic education of their children.

The enrolment process usually includes an interview between the prospective student, parent/carer and Principal to ascertain readiness and suitability of the student for the school.

***Policy** – a policy must be followed as written. It must be implemented as stated.*

***Guidelines** – are to be followed, but can be implemented with requested changes to suit individual school communities.*

Endorsed at DCSC Meeting on 3 August 2006

Reviewed 2014

Alan Bowyer  
**Director of Schools**

March 2014