

## Enrolment

### 1. Delegated authority

#### 1.1 Principal

The principal (in consultation with the parish clergy) has the delegated authority from the Bishop and executive director of schools to accept applications for enrolment and enter into the Enrolment Agreement up to the school's maximum enrolment. The principal may not delegate this authority to anyone.

#### 1.2 Director system performance

Only the director system performance (DSP) has delegated authority from the executive director of schools to:

- decline enrolment on the grounds of justifiable hardship (see Enrolment Additional Needs - Guidelines)
- authorise enrolment of an overseas student on a visa subclass 571 (except students on registered exchange programs)

DSP may not delegate this authority to anyone.

### 2. Consultation

#### 2.1 With DSP and Parish Priest

The principal must consult with the parish priest and director system performance to ensure that the Enrolment Policy, these Procedures and Enrolment Guidelines are given effect.

#### 2.2 With DSP and Team Leader Student Services (TLSS)

When considering enrolment of students with additional needs the director system performance, the principal and TLSS must consult with each other and also be guided by the Enrolment Additional Needs - Guidelines.

#### 2.3 With DSP

When considering enrolments of overseas students with a visa subclass 571 the principal must consult with DSP before enrolling a student and be guided by the Enrolment Overseas Student – Guidelines.

### 3. Enrolment register

The principal must ensure that all enrolments are entered in an Enrolment Register.

### 4. Enrolment form

Principals must produce a school enrolment form consistent with the CEDP Enrolment Application, and may add only compatible content. Principals must seek advice from the DSP to ensure consistency with the CEDP enrolment application.

The application fee cannot be varied by any school \$0.00 (Primary) and \$50.00 (Secondary). The enrolment deposits can be varied. The amounts \$100.00 (Primary) and \$300.00 (Secondary) are maximum amounts. They are to be credited off Term 1 school-based fees.

### 5. Appeals

The principal must inform parents of their right to review of a decision not to enrol, under the Enrolment Additional Needs - Guidelines.

### 6. Definitions

**'Enrolment Agreement'** means the application for enrolment completed by parents, the letter of offer from the principal and the payment of deposit on behalf of the student.

**'Parents/s'** means the parent/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.

**'Catholic family'** means a family in which the student being enrolled is Catholic, and at least one parent is Catholic. 'Catholic' includes those from Eastern Rites.

**'Local parish'** means the parish within which the school is located; other parishes are more-or-less local depending on their distance from the school.

### 7. Related documents

#### Enrolment policy framework

##### ENROLMENT POLICY

- ❖ These Procedures
  - Enrolment – Guidelines
    - Enrolment Application
      - Letter of Offer
  - Enrolment Additional Needs – Guidelines
  - Enrolment Overseas Students – Guidelines

#### Other related documents

##### STUDENT POLICY

- ❖ Student Attendance – Procedures
  - Student Attendance Exemption – Guidelines

##### SCHOOL COMMUNITY POLICY

- ❖ Privacy – Procedures
- ❖ Privacy - Statement
  - Privacy – Guidelines
    - Australian Privacy Principles
    - Standard Collection Notice
    - Employment Collection Notice
    - Contractor and Volunteer Collection Notice
  - Responsible Use of ICT and Social Media for Students – Guidelines
- ❖ Complaint Handling - Procedures and Guidelines

### 8. Relevant legislation

The legislative context for enrolment includes:

- Australian Education Act 2013, Cth
- Education Act 1990, NSW
- Disability Discrimination Act, (Cth) 1992
- Disability Standards for Education, 2005

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103701

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16 September 2014

Service area  
System Performance

Location  
Public

Head policy  
Enrolment Policy



Catholic Education  
Diocese of Parramatta