



# ENROLMENT FRAMEWORK

22<sup>nd</sup> July 2021

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# FRAMEWORK

## Enrolment

22<sup>nd</sup> July 2021

### 1. Vision

The vision for Catholic Education Sandhurst Limited (**CES Limited**) is to provide, in partnership with our families, stimulating, enriching, liberating and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing, and inclusion of all children and young people.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- in leadership encompassing vision, innovation and empowerment.

### 2. Introduction

**Sandhurst Catholic Schools** offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

Parents and guardians, as the first educators of their children, enter into a partnership with CES Limited to promote and support their child's education. Parents and guardians have a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children. As the governing authority of Sandhurst Catholic Schools, CES Limited honours this duty through striving to provide Catholic schooling for all those seeking this for their children and who are willing to support the values and purposes of CES Limited.

All Sandhurst Catholic Schools must ensure the enrolment policies and procedures that are implemented at school level are consistent with this CES Limited Enrolment Framework.

### 3. Definitions

<b>Catholic child</b>	For the purpose of enrolment in a School, a child is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Catholic Baptism.
<b>CECV</b>	Catholic Education Commission of Victoria.
<b>CES Office</b>	Catholic Education Sandhurst Office is the leadership and management arm of CES.
<b>CES Limited</b>	Catholic Education Sandhurst Limited, the owner and operator of Sandhurst Catholic schools.
<b>CES Limited Board</b>	The Board of Catholic Education Sandhurst Limited (CES Limited).
<b>Domestic student</b>	Means a student who: <ul style="list-style-type: none"> <li>• Is an Australian citizen; or</li> <li>• Have Australian residency status; or</li> <li>• Have a Student Visa for entry and stay in Australia that allows education to be provided on the same cost basis as for an Australian citizen.</li> </ul>
<b>ETR Act</b>	<i>Education and Training Reform Act 2007 (Vic).</i>
<b>ETR Regulations</b>	Education and Training Reform Regulations 2017 (Vic).
<b>Executive Director</b>	The person holding the position of Executive Director of Catholic Education in CES.
<b>Guidelines</b>	Recommendations and guidance to support the implementation of this Board approved Framework and related Policies, which may be developed and approved by the Principal of a Sandhurst Catholic School for operation in a particular School in accordance with this Framework.
<b>Privacy Act</b>	<i>Privacy Act 1988 (Cth.)</i>
<b>Policy</b>	A high level principles-based directive by the Board that must be complied with by each Sandhurst Catholic school as detailed in this Framework.
<b>Procedure</b>	A step-by-step instruction for the implementation of a CES Limited Framework and related Policies, developed and approved by the Principal of a Sandhurst Catholic School to fulfil the policy requirements in a particular School in accordance with this Framework.
<b>Sandhurst Catholic School</b>	Means a School which operates with the consent of the Bishop of the Catholic Diocese of Sandhurst and is owned, operated and governed by CES Limited, where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

## 4. Purpose

The purpose of this overarching Enrolment Framework is to outline the Enrolment Policy, Principles, Procedures and Enrolment Priority Criteria to be applied by Sandhurst Catholic Schools for enrolment of **domestic students**. It also supports Sandhurst Catholic Schools to achieve compliance with state and federal laws, and the requirements of Catholic Education Commission of Victoria (CECV) as a review body for the purposes of the *Education and Training Reform Act 2006 (Vic)* and the associated Regulations.

## 5. Enrolment Principles

- Under *Education and Training Reform Act 2006 (Vic)*, it is compulsory for students aged between six years and 17 years to be enrolled in a Victorian school unless an exemption has been granted.
- CES Limited schools are mindful of the diversity of students and school communities and value the Principle of Inclusion as part of the enrolment policy. Specific consideration is therefore given to welcoming Aboriginal and Torres Strait Islander children; children from culturally and linguistically diverse backgrounds and children with disabilities and/or learning needs.
- It is the baptismal right of a Catholic child to be educated within a Catholic school.
- Whilst Sandhurst Catholic Schools welcome families of all faith and non-religious backgrounds, our **Enrolment Priority Criteria** establishes an order of priority to enrol Catholic students when expressions of interest exceed enrolment placements available at a Sandhurst Catholic School.
- Families who choose a Sandhurst Catholic School for their children do so on the understanding that they respect and agree to support the Catholic identity, ethos and mission of the school and acknowledge the importance of religious education for their children.
- A child who has completed primary education in a Sandhurst Catholic primary school will usually be given continuity of enrolment in a local Sandhurst Catholic Secondary School.
- Sandhurst Catholic Schools welcome families who wish to enrol a child with diverse needs and will strive to accommodate the needs of the child. In cases where a child requires significant adjustments in order for an enrolment to be possible, Sandhurst Catholic Schools will need to consider their school context and make an enrolment decision:
  - a) considering all Disability Standards and related legislation
  - b) what is in the best interest of the child and

c) whether the school can reasonably be expected to make the required adjustments to assist the child with a disability to take part in education courses and programs, on the same basis as a child without disability.

- It is expected that students seeking enrolment will normally reside in the designated parish or the agreed area that the school serves. Students may be accepted for enrolment in a Sandhurst Catholic School outside their parish or agreed area that the school serves if there are demonstrable circumstances which significantly disadvantage the student and/or family should the enrolment not occur or if a school other than their local school meets their needs more appropriately.
- Although there will be an expectation in all Sandhurst Catholic Schools that families will pay school fees where possible, a family's capacity to pay all or part of the school's fees will not be a criterion for enrolment. In the event of a family not being able to contribute fully to school fee payments, mechanisms need to be put in place at school level for discussions and decisions relating to fee concessions as outlined in **CES Limited School Fees Policy**. These need to be instigated by the Principal or their delegate in accordance with **CES Limited Guidelines for School Fee Development**.
- The setting of fee levels and other compulsory charges is the responsibility of the school, taking into account the allocation of government funds. School fee setting must be done in accordance with **CES Limited School Fees Policy** and **CES Limited Guidelines for School Fee Development**.
- All Sandhurst Catholic Schools must publish the school enrolment policies, procedures and forms and provide a timeline indicating when **Application for Enrolment** forms must be lodged, interview dates, notification of enrolment outcome and acceptance date. This must be provided on the school website.
- All Sandhurst Catholic Schools must use the CES Limited approved **Enrolment Policy Template and Enrolment Procedures**) to contextualise their Enrolment Policies and Procedures.
- All Sandhurst Catholic Schools require the following documents from parents/guardians for enrolment purposes:
  - immunisation records, health records, evidence of Australian citizenship or permanent residency, court orders, custody arrangements, previous school reports, and any documentation relating to specific medical, health, intellectual conditions that will trigger the need for the school to provide reasonable adjustments to the learning environment.
- The use, storage and sharing of sensitive information collected as part of the enrolment application process must be consistent with the CES Board approved Privacy Policy which is aligned with the *Privacy Act 1988 (Cth)*.

- Where an offer of enrolment is made, all Sandhurst Catholic Schools require parents/guardians to sign an Enrolment Agreement prior to a student attending and commencing at the school.
- Enrolment priority criteria for enrolment of students in Sandhurst Catholic Schools that are Flexible Learning Settings (Specialist Schools) may reflect additional requirements representative of the school’s student cohort and may vary from the **Enrolment Priority Criteria**. Such variations must be approved by the Executive Director of CES Limited.
- Enrolment decisions are to be made by the Principal of each Sandhurst Catholic School. Schools have the discretion to include other personnel in the enrolment process and determine key enrolment dates.
- For those students not able to be offered enrolment, the schools are required to support their families in finding enrolment with another Catholic school.
- In the case of an enrolment decision being appealed or disputed the Appeal Process outlined in **Enrolment Procedures** is to be followed.
- All Sandhurst Catholic Schools must maintain a register of enrolments that contains the following information in relation to each student enrolled at the school:
  1. The student’s name, age and address
  2. The name and contact details of any parent or guardian of the student
  3. The date of enrolment of the student
  4. The Victorian Student Number allocated to the student
  5. The date that the student ceases to be enrolled at the school
- All Sandhurst Catholic Schools must have a procedure for maintaining and updating the school’s register of enrolments.

## 6. Scope

This Framework and incorporated Policies and Procedures as outlined in Section 9 - Enrolment Framework documents apply to each Sandhurst Catholic School, also referred to as “school” in this policy.

Each Sandhurst Catholic School is required to implement the relevant enrolment policy and procedures as prescribed in this Enrolment Framework. Schools wishing to offer enrolments to international students must implement a separate Enrolment Policy and Procedure as determined by the CES Board in accordance with the requirements of the Education Services for Overseas Students (ESOS) legislation.

## 7. Policy Statement

As the owner and operator of Sandhurst Catholic Schools, CES Limited is responsible for ensuring that all schools comply with the requirements of the Enrolment Framework by:

- ensuring that the Framework makes it clear who is eligible for enrolment as a domestic student
- ensuring that the enrolment agreement with parents or guardians complies with all State and Commonwealth laws, including the Australian Consumer Law
- ensuring that the enrolment agreement is publicly available and covers at minimum:
  - a. codes of conduct for students, parents and guardians
  - b. fees
  - c. educational services provided
  - d. the grounds on which the agreement may be terminated
- ensuring that each Sandhurst Catholic School maintains a register of enrolments containing the required information for each student
- ensuring that each Sandhurst Catholic School has procedures to maintain and update the enrolment register.

## 8. Framework

### 8.1 Legislative requirements

This Framework and incorporated Policies and Procedures reflect the mandatory requirements imposed on Sandhurst Catholic Schools under the ETA.

### 8.2 School specific Procedures and Guidelines

Each Sandhurst Catholic School may develop Procedures and Guidelines in compliance with this Framework and related Policies.

Any Procedure or Guideline approved by the Principal of a Sandhurst Catholic School in accordance with this Framework must be consistent with this Framework.

Any Procedure or Guideline developed under this Framework must be intended to support the application of this Framework and related Policies in a particular Sandhurst Catholic School.



### 8.3 Application of Framework

All Principals of Sandhurst Catholic Schools are to ensure application of this Framework and related Policies, Procedures and Guidelines, in compliance with, and within the parameters of, this Framework.

### 8.4 Transparency and Fairness

An up-to-date version of all prescribed Policies, Procedures forming part of this Framework, including school fees and charges must be maintained on the website of each Sandhurst Catholic School at all times.

A Principal of a Sandhurst Catholic School must ensure transparent, fair and supportive processes in compliance with this Framework.

A Principal of a Sandhurst Catholic School is responsible for ensuring full and accurate reporting and obtaining required approvals in accordance with the requirements under this Framework.

### 8.5 Record Keeping

A Principal of a Sandhurst Catholic School must ensure that its School complies with this Framework and related Policies in customising any Policies and Procedures forming part of this Framework in the manner prescribed in this Framework, including with the branding of the school logo.

Records of all reporting and approvals made and obtained under this Framework are to be kept in a secure manner indefinitely and in accordance with the *Public Records Act (Vic) 1973*.

### 8.6 Review

The Board will review this Framework every three years or more frequently if necessary.

The Board must communicate any changes made to this Framework to the Principals of Sandhurst Catholic Schools as soon as possible.

## 9. Enrolment Framework Documents

- Appendix 1: School Enrolment Policy
- Appendix 2: Enrolment Priority Criteria
- Appendix 3: Enrolment Procedures
- Appendix 4: Application for Enrolment
- Appendix 5: Offer of Enrolment: Request for Information Form

- Appendix 6: Enrolment Agreement
- Appendix 6(b): Additional Enrolment Documentation – Photograph/Recording Permission Form
- Appendix 7: CES Limited Guidelines for School Fee Development
- Appendix 8: CES Limited School Fees Policy
- Appendix 9: Application for Early Age Entry to School
- Appendix 10: Student Behaviour Expectations/Code of Conduct

## 10. Revision

	Description of Revision(s)
<b>Responsibility for Policy</b>	Executive Director Sandhurst Catholic School Principals
<b>Approval Authority</b>	CES Limited Board
<b>Approval date</b>	October 2020
<b>Date of next review</b>	October 2023