

ENROLMENT PROCEDURES IN PARRAMATTA CATHOLIC SYSTEMIC SCHOOLS

Date for implementation: January 2002

Other related documents: *Systemic Catholic Schools in the Diocese of Parramatta: principles underpinning provision, access and enrolment*

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Evaluation date: Before the end of 2006



Catholic Education Office, Diocese of Parramatta

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INTRODUCTION

This document, *Enrolment Procedures in Parramatta Catholic Systemic Schools* has been developed as a support to the Parramatta Diocesan Schools Board Policy Statement, *Systemic Catholic Schools in the Diocese of Parramatta: principles underpinning provision, access & enrolment*.

The purpose of this document is to provide practical guidance to principals, pastors and parents in addressing enrolment applications to systemic Catholic schools. Processes outlined in this document are mandatory and form the basis for enrolment procedures at the local level. The implementation of enrolment procedures requires appropriate consultation between parish priest(s) associated with the school and the principal.

ENROLMENT PROCEDURES

Each systemic Catholic school has a particular responsibility to accept and support those who are poor, marginalised and in most need. Therefore, our conviction is that no student should be refused enrolment or be disadvantaged because of the inability to meet financial requirements.

1. The document, *Systemic Catholic Schools in the Diocese of Parramatta: principles underpinning provision, access and enrolment* and this document are to be made available to all members of the parish and school communities.
2. **The systemic Catholic school must endeavour, whenever possible, to provide opportunities for evangelisation. However, when the number of places available in a school is exceeded by the demand for placement, the priority for enrolment is given in the following order:**
 - 2.1 Children of Catholic families who:
 - i) live within the geographic boundaries of the parish (or parishes) for which the school was established, on which the school depends; OR
 - ii) live outside the parish geographic boundaries but regularly attend such a parish.
 - 2.2 Children of Catholic families who are parishioners of a parish other than the parish of the school they intend their child to attend provided there are no vacancies at the child's own designated community parish school [*other parishes may include either the Latin Rite or members of Eastern Catholic Churches*].
 - 2.3 Children of other Christian churches who, with their parents, respect and agree to support the Catholic mission of the school including the religious education it offers for their children.
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- 2.5 Children who, with their parents, respect and agree to support the Catholic mission of the school including the religious education it offers for their children.
3. Siblings of children presently enrolled in the school are considered according to the categories outlined in paragraph 2. Within each of these categories a sibling of a child presently enrolled will have preference over an applicant who does not have a sibling in the school.
 4. When the enrolment of a child is accepted by the school it is the normal practice that continuity of enrolment is provided for the child for all year levels provided by the school. It is also normal practice that a child who has completed primary education in a Catholic parish-based primary school will be given continuity of enrolment in the designated Catholic secondary school(s) serving the parish(es) concerned. If there appears to be significant reason for continuity of enrolment to be withheld, a decision should be made by the principal, the relevant pastor and the delegate of the Executive Director of Schools.
 5. Children whose fifth birthday occurs on or *before July 31* will be eligible for enrolment in kindergarten that year. School readiness should be a significant factor for parents and the school in determining enrolment.
 6. The enrolment of students with disabilities and special needs must first be considered according to the preceding enrolment provisions contained in this document.
 7. When considering the enrolment of students with disabilities and special needs who meet all other enrolment provisions, significant consultation must occur between the principal, the parents of the student, the pastor, relevant school staff and outside agencies, personnel from the Catholic Education Office Special Education Division and the Area Administrator.

The individual educational needs of the student, as well as the capacity of the school to meet these needs effectively, will be carefully considered. This process must be consistent with the legal principles central to the *Commonwealth Disability Discrimination Act 1992*.
 8. Full fee paying overseas students may only be enrolled in Catholic systemic schools after the needs of local students who are eligible for enrolment have been met.
 9. In the implementation of provision 2, respect for pastoral concern and the individual children's needs may require some provision for flexibility to be exercised.
 10. Where it is proposed to make an exception to the diocesan enrolment priority as outlined in provision 2, the principal, the pastor and the delegate of the Executive Director must meet to make a determination.
 11. The enrolment processes implemented in individual systemic Catholic schools must be consistent with this document and the *Systemic Catholic Schools in the Diocese of Parramatta: principles underpinning provision, access and enrolment* document.

Bishop Kevin Manning
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