



CATHOLIC SCHOOLS ENROLMENT

1.0 INTRODUCTION

Catholic schools participate in the evangelising mission of the Church which Jesus gave to his apostles when he told them: “Go, therefore, make disciples of all the nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, and teach them to observe all the commands I gave you.”¹

Catholic children have, by baptism, a right to a Catholic education.² Therefore Catholic schools give priority to children baptized as Catholics. They also support parents who seek a Catholic education for their children.³

A child is eligible to enrol in a Catholic school if they are five years old by 30 April in the year in which they are being enrolled.

It is from its Catholic identity that the school derives its fundamental characteristics and structure as a genuine instrument of the Church.

2.0 PURPOSE

This policy provides clarity of processes and procedures for enrolment of children in Catholic Schools in the Diocese of Sale. When considering the enrolment of students into their schools, authorities will apply the principles and procedures contained within this document.

3.0 PRINCIPLES

3.1 Catholic schools in the Diocese of Sale strive to be authentically Catholic and faithful to the tradition and teachings of the Church.

3.2 The Catholic school is a community whose mission is to provide its members with a holistic education which takes place in an environment formed by the teachings and values Christ gave us in the Gospels.

3.3 The Catholic school community strives for strong partnerships with the parish/parishes it serves.

¹ Mt. 28:19

²Since Christ’s faithful are called by baptism to lead a life in harmony with the gospel teaching, they have the right to a Christian education, which genuinely teaches them to strive for the maturity of the human person and at the same time to know and live the mystery of salvation.’ Code of Canon Law, Canon 217.

³ Code of Canon Law, Canon 797

- 3.4 Families who choose a 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.
- 3.5 No student will be refused enrolment or be disadvantaged because of an inability on the part of parents/guardians to meet financial requirements.⁴
- 3.6 Catholic schools in the Diocese of Sale have a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need.
- 3.7 Catholic schools in the Diocese of Sale have a responsibility to ensure that the requirements of State and Commonwealth legislation are met when processing enrolments.
- 3.8 Catholic schools in the Diocese of Sale have a responsibility to promote enrolment in Catholic primary and secondary schools.

4.0 DEFINITIONS

- 4.1 **Catholic child:** For the purpose of enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, usually established with a Certificate of Baptism.
- 4.2 **Catholic school:** A Catholic school is one which operates with the consent of the diocesan Bishop and is one where formation and education are based in the principles of Catholic doctrine.
- 4.3 **Designated area for schools:** For the purpose of enrolment, the school designated area is the parish from which the school draws the majority of its enrolments and to which the school gives priority of enrolment. For the majority of primary schools this will be the parish to which the school belongs. In those parishes with more than one primary school the designated area for each school is determined by the parish in consultation with the CEOSale. For secondary schools it will be those parishes designated as 'priority parishes' by the CEOSale.
- 4.4. **School authorities:** The Parish Priest/Canonical Administrator/Congregational Leader is responsible for the governance of a Diocesan schools. The Principal is responsible for the administration and management of the day to day operation of the school.

⁴ Ecclesia in Oceania, No. 33

5.0 PROCEDURES

School authorities manage local enrolment processes and procedures in a manner consistent with the principles articulated above. Further procedures/guidelines for schools are as follows:

- 5.1 Each school will develop and publish an enrolment policy in accordance with this overarching Diocesan policy.
- 5.2 School-based policies should reflect the unique context of their local community.
- 5.3 The Parish Priest/Canonical Administrator, in collaboration with the Principal, is responsible for enrolments.⁵

6.0 GUIDELINES

It is expected that children will enrol in the Catholic school serving the parish in which they reside.

It is recognised that the circumstances facing schools, when making such decisions, will vary across the Diocese and from year to year and that each school needs to make allowances for its own environment and requirements.

In exceptional situations where Catholic children who reside in other parishes cannot obtain places in their local parish school, or if families request enrolment outside their local parish school, it is expected that communication will occur between the Principals (and Parish Priests) of the relevant schools.

Within the context of the above principles and procedures, the following criteria, which are listed in priority order, are provided for schools to consider when the number of enrolment applications exceed a school's available places.

6.1 Primary Schools

- 6.1.1 Catholic primary schools give priority to children baptised as Catholics and siblings of children already attending the school.
- 6.1.2 Catholic children⁶ who are members of the designated parish community.
- 6.1.3 Catholic children from non-Catholic primary schools whose residential address is in the designated parish.
- 6.1.4 Catholic children who reside in other parishes and who could have gained enrolment in their parish school.
- 6.1.5 Children from families who belong to any Orthodox Church.⁷

⁵ Code of Canon Law, Canon 96.

⁶ Children who have been baptized in the Catholic Church are deemed to be Catholic, Code of Canon Law, Canon 96

⁷ If there is difficulty with access to their own Church, they may participate in full Sacramental life of the school.

6.2 Secondary Schools

- 6.2.1 Catholic secondary schools give priority to children baptized as Catholics and siblings of children already attending the school.
- 6.2.2 Catholic children who attend a Catholic school in the designated enrolment area.
- 6.2.3 Catholic children from non-Catholic schools whose families are active members of the local parish.
- 6.2.4 Children who have been enrolled in a Catholic school in the designated enrolment area.
- 6.2.5 Catholic children who attend a Catholic school but reside outside the designated enrolment area.
- 6.2.6 Catholic children from non-Catholic schools who reside outside the designated enrolment area, who:
 - 6.2.6.1 cannot obtain a place in their designated secondary school, or
 - 6.2.6.2 can obtain a place in their designated secondary school, but choose not to accept such a place.
- 6.2.7 Children who have been enrolled in a Catholic school outside the designated enrolment area.
- 6.2.8 Catholic children who reside in other parishes and who could have gained enrolment in their parish secondary school.
- 6.2.9 Children from families who belong to any of the Orthodox Church⁸.

7.0 EXPECTED OUTCOMES

Schools and families in the Diocese of Sale have an enrolment policy that is clear and transparent to guide them in the enrolment process.

Any disputes/grievances regarding these guidelines are to be referred for consideration to the Director of the Catholic Education Office Diocese of Sale through the Education Consultant.

⁸ If there is difficulty with access to their own Church, they may participate in full Sacramental life of the school.

8.0 REFERENCES

Disability Discrimination Act, 1992

http://www.austlii.edu.au/au/legis/cth/consol_act/dda1992264/

Disability Discrimination Amendment (Education Standards) Act 2005

<http://www.comlaw.gov.au/Details/C2005A00019>

Code of Canon Law, Canons 96, 217 and 797.

Ecclesia in Oceania, No 33

http://www.vatican.va/holy_father/john_paul_ii/apost_exhortations/documents/hf_jp-ii_exh_20011122_ecclesia-in-oceania_en.html

Equal Opportunity Act, 2010

http://www.austlii.edu.au/au/legis/vic/consol_act/EOA2010250/

CEOSale Policy for Schools: Enrolment of Students Under Minimum Age Policy

9.0 REVIEW

Draft Review: May 2015

Implementation Date: May 2015

Review Date: May 2016