

PROCEDURES



Catholic
Education
Commission
Tasmania

ENROLMENT PROCEDURES

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1 AUTHORITY AND APPLICATION

Date of approval	30 June 2022
Source of approval	Catholic Education Commission Tasmania
Start date	8 June 2022
Date of review	June 2025
Date of amendments	N/A
Previous procedures replaced by this Procedure	N/A

SIGNED:



Chair of the CECT

DATE:

07.07.2022

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2 RELATED DOCUMENTS

This Procedure should be considered in conjunction with the following related documents:

Applicable Laws	All laws in connection with the carrying out of work or the Workplace including: <ul style="list-style-type: none">• <i>Anti-Discrimination Act 1998 (Tas)</i>• <i>Australian Education Act 2013 (Cth)</i>• <i>Disability Discrimination Act 1992 (Cth)</i>• <i>Disability Standards for Education 2005 (Cth)</i>• <i>Education Act 2016 (Tas)</i>• <i>Privacy Act 1988 (Cth)</i>• <i>United Nations Convention on the Rights of the Child 1990</i>
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3 PURPOSE

The purpose of this procedure is to provide clarity of processes and procedures for parents/guardians seeking to enrol children in all Catholic Schools operating in the Archdiocese of Hobart under the CECT Enrolment Policy.

Any issues that arise during the course of a Student's enrolment at a Catholic School that may lead to internal suspension, external suspension, negotiated transfer or expulsion of the Student will be dealt with in accordance with the Response to Unacceptable Student Behaviour Policy and Procedures.

4 DEFINITIONS

For the purposes of this Procedure:

- **Archdiocesan Schools** – the thirty-five Catholic Schools owned and operated by the Roman Catholic Church Trust Corporation of the Archdiocese of Hobart.
- **Catholic Education Tasmania** – means Catholic Education Commission Tasmania (CECT) controlled workplaces including the Tasmanian Catholic Education Office (TCEO), Archdiocesan Schools and adjunct business undertakings such as childcare operations, as well as Dominic College Glenorchy Limited Schools and Ministerial Public Juridic Person (MPJP) Schools operating in Tasmania.

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- **Catholic Schools** – means Archdiocesan Schools, MPJP Schools and Dominic College Glenorchy Limited Schools operating in the Archdiocese of Hobart.
- **CECT** – means the Catholic Education Commission Tasmania.
- **Dominic College Glenorchy Limited** – own and operate Dominic College within the Archdiocese of Hobart.
- **Humanitarian Entrant** means a Student or their parents who have either applied for, currently hold, or have previously held a Humanitarian Visa. Humanitarian Visas include visa subclasses 200, 201, 202, 203, 204, 785, 790 and 866.
- **Ministerial Public Juridic Person (MPJP)** – A Ministerial Public Juridic Person is an entity that has been established by a Catholic Religious Institute or Congregation. Edmund Rice Education Australia (EREA) has been established as a MPJP by the Congregation of Christian Brothers to carry out their mission. MPJP Schools are St Francis Flexible Learning Centre and St Virgil’s College, which are owned and operated by EREA within the Archdiocese of Hobart.
- **Parents** – means the parent/s of a child/student and/or the legal guardian as identified by appropriate documentation.
- **TCEO** – means the Tasmanian Catholic Education Office.
- **Worker** includes any person who carries out work or services in any capacity for Catholic Education Tasmania (CET) either as:
 - an employee
 - a volunteer
 - a priest or religious worker
 - a contractor, subcontractor, or consultant
 - an employee of a contractor, subcontractor, or consultant
 - an employee of an employment agency or labour hire company
 - an apprentice or trainee
 - an external person gaining work experience or on work placement.

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5 COVERAGE

This policy covers and applies to all Catholic Schools and adjunct business undertakings operating in the Archdiocese of Hobart.

6 OBLIGATIONS AND ACCOUNTABILITIES

All Tasmanian Catholic School authorities will manage local enrolment processes and procedures in a manner consistent with the principles articulated in the CECT Enrolment Policy. Further procedures for Catholic Schools are included in this procedure document.

7 GENERAL PRINCIPLES

- a) Each Catholic School is to publish, make available or link to the CECT Enrolment Policy on the CET website for families to access to assist with their consideration of Catholic Schools as their education provider of choice.
- b) All Catholic Schools are required to operate under the Tier 2 CECT Enrolment Policy. All other school-based Tier 4 policies are to be in alignment with the Tier 2 CECT Enrolment Policy but can be individualised to reflect the unique context of the local Catholic School community. Local community contexts may be the reason Catholic Schools consider enrolment applications under the Basis for Discretion section of the CECT Enrolment Policy.
- c) Catholic Schools need to take every opportunity to outreach to Catholic families through Archdiocesan Catechetical programs, parish structures and links with neighbouring government and independent schools. Through the implementation of the CECT Enrolment Policy, Catholic Schools need to take positive steps to promote Catholic education through strategies such as promoting the CECT School Fees Assistance Policy, open days, letter drops and media releases.
- d) In implementing the CECT Enrolment Policy, Catholic Schools should keep in mind the overall Archdiocesan goal of working towards a target of 75% Catholic cohort of Students whilst concurrently ensuring the viability and ongoing effectiveness of each individual Catholic School community.
- e) In considering enrolment applications under the CECT Enrolment Policy, Catholic Schools are to ensure they are filtering any applications using the

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Enrolment Criteria and Basis for Discretion included in the policy. This is to ensure that all Catholic Schools remain compliant with the requirements under section 51A, subsection (4) of the Tasmanian *Anti-Discrimination Act 1998*.

- f) Upon enrolment enquiry where a Parent has identified their child as having significant additional needs and the Catholic School has some question about what constitutes reasonable adjustments, consultation with TCEO Student Support will occur.
- g) In accordance with the appropriate State Government legislation, the minimum commencement age for children entering Kindergarten is four years of age, on or before 1 January in the year of commencement. It is also expected therefore that prior to entry to Preparatory, a child will be five years of age on or before 1 January in the year of commencement. The Student is required to be full time.
- h) If Students are not full time, permission needs to be sought from the Executive Director using the part time and dual enrolments forms for parents/principals.
- i) All Catholic Schools must abide by the guidelines according to the *Disability Discrimination Act (DDA)* and *Disability Standards for Education (DSE)*.
DDA: <https://www.legislation.gov.au/Details/C2018C00125>
DSE: <https://www.legislation.gov.au/Details/F2005L00767>

8 STUDENTS FROM HUMANITARIAN ENTRANT BACKGROUND

Humanitarian Entrant is a term used for Students or their parents who have either applied for, currently hold, or have previously held a Humanitarian Visa.

Humanitarian Visas include visa subclasses 200, 201, 202, 203, 204, 785, 790 and 866.

8.1 Placement of Students from Humanitarian Entrant backgrounds.

- Catholic Schools have an obligation to respond to Humanitarian Entrant enrolment enquiries within two-three business days within the Catholic School calendar.
- The system of Catholic Schools has an obligation to accept Humanitarian Entrant enrolment enquiries as a matter of policy.
- A lack of available placement in a Catholic School is confidential information, to be discussed solely between the Principal and the TCEO and may be referred to the Regional Enrolment Committee.

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8.2 Enrolment process for newly arrived Humanitarian Entrant students. Wherever possible it is expected that:

- The TCEO Education Officer: EALD will make an enrolment enquiry to the Principal.
- The Principal or enrolment officer will respond to the new enrolment enquiry, confirming placement availability for Humanitarian Entrant Students, within two-three business days.
- Upon confirmation of availability, enrolment meeting date options are provided to the TCEO Education Officer: EALD within two-three business days within the Catholic School calendar.
- Catholic Schools will schedule an enrolment meeting within fourteen business days post confirmation of availability.
- The TCEO Education Officer: EALD will provide the Catholic School with the family's pre-enrolment information.
- Catholic School Enrolment Forms must be completed at the school during the enrolment meeting.
- An enrolment meeting must have an impartial adult interpreter present.
- Start date of the Student is within seven business days post enrolment meeting when no functional obstacles exist.
- Catholic School administration must formally confirm the Student's start date via email to the TCEO Education Officer: EALD and Programs administration.

8.3 Enrolment Process for Students from Humanitarian Entrant backgrounds who are new to CET:

- The TCEO Education Officer: EALD is notified upon enrolment enquiry.
- The supporting process outlined in 8.2 is made available to the family as required. If an interpreter is not required it is the Catholic School's responsibility to inform the family. If an interpreter is required the TCEO Education Officer: EALD may be able to assist.
- The Catholic School confirms the Student's full name, date of birth, ethnicity, visa number, start date, and grade of entry, to the TCEO Education Officer: EALD and Programs administration.
- Interpreter use: Impartial adult interpreters must be utilised for all formal school business for families of Humanitarian Entrant background unless a parent or guardian is fully proficient in oral English language and English literacy.

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- When required the Catholic School must also provide impartial adult interpreters for enrolment of Humanitarian Entrant background students who are new to CET.
- The TCEO Education Officer: EALD is available to assist in the organisation of interpreter meetings for formal school business.
- The TCEO reimburses schools for the full interpreter costs for Humanitarian Entrant enrolment business.
- Invoice reimbursement claims for enrolment business are to be sent directly to the TCEO Education Officer: EALD.

8.4 Supporting the enrolment of Students from Humanitarian Entrant backgrounds.

8.4.1 Uniform:

- The Catholic School provides one complete, full new uniform to Students from a Humanitarian Entrant background.
- Subsequent Catholic School uniform items are provided at the discretion of the Catholic School on a need assessed basis.

8.4.2 Learning Materials:

- The school provides all learning materials to Students from a Humanitarian Entrant background for the first year of their enrolment.
- Subsequent learning materials are provided at the discretion of the school on a need assessed basis.

9 PASTORAL CARE AND WELLBEING

In the event of concerns about the mental health and wellbeing of a Student, Catholic Schools will respond to these in-line with the CECT's Pastoral Care and Wellbeing Policy and the various system strategies and processes in place for schools to access support. This may include trauma counselling, student support services, accessing the Rainbows Program and other system initiatives and arrangements.

- 9.1 To access the system support provided for pastoral care and wellbeing for Students, Catholic Schools should contact the relevant TCEO staff member as identified in the TCEO Service Directory. In addition to this, Catholic Schools

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should also keep the Director of Learning and Teaching informed of the status of pastoral care and wellbeing issues as they arise, as the Director who has overall responsibility.

- 9.2 The Director of Learning and Teaching to liaise where necessary with the Regional Principal Leaders: North/South regarding any other additional support that may need to be implemented to support the Catholic School in responding to pastoral care and wellbeing issues.
- 9.3 In the event of Catholic Schools requiring access to trauma counselling for Students, this counselling must be provided by experienced mental health professionals. The TCEO's Education Officer: EALD can be approached to assist in this area, when appropriate.
- 9.4 In handling trauma counselling matters for Students from a Humanitarian Entrant background, if deemed necessary, with parent permission required for Students under that age of 14, Catholic Schools may refer the families to the Migrant Resource Centre Tasmania's counselling services for refugee and migrant families. If a referral is made, the TCEO Education Officer: EALD will be notified, and ongoing provision of a dedicated and respectful space for Migrant Resource Centre counselling sessions will be provided by the Catholic School.

10 DESIGNATED ENROLMENT ENTRY POINTS

- 10.1 The designated entry points for all Catholic Schools are:
- Kindergarten
 - Preparatory
 - Year 3**
 - Grade 7
 - Grade 11

** Year 3 will only continue to be a designated entry point until 2024 with the completion of the St Virgil's College Primary Campus extension to include Kindergarten to Year 2.

- 10.2 Apart from these designated entry points for Catholic Schools, parents who transfer children into a Catholic School from outside the Catholic education

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system (especially in the upper primary years of schooling) may not receive preferential entry into a Catholic secondary college as represented in the Enrolment Criteria clause 11.2, to the exclusion of the children of families currently enrolled in Catholic primary schools.

11 STUDENT TRANSFERS BETWEEN CATHOLIC SCHOOLS

Any acceptance of a Student transfer will occur only after consultation between respective Catholic Schools. The following practices are to be adopted in the cases of application for transfer between Catholic Schools for Students within the Tasmanian Catholic education sector.

11.1 The Principal of the Catholic School of destination, on receiving an application for transfer, and prior to interview, will:

- advise the parents of the prospective enrollee, that the Principal must inform the Principal of the Catholic School of origin of the application prior to interview, and
- inform the Parents that a consultation will occur between the Catholic Schools with regards to the application for transfer.

11.2 The Principals would then, at the earliest opportunity, within ten business days, confer with each other to consider the application. Particular consideration will be given to the pastoral needs of the family and the potential impact on the transfer on enrolment patterns across the Tasmanian Catholic system.

The Principal of the Catholic School of origin will not seek to prevent transfer in cases where it can be demonstrated that for genuine educational, pastoral or family reasons such a transfer will be beneficial for the Student.

Examples of such reasons could include, but are not restricted to:

- relocation of the family home, or change in family circumstances, and
- where the continued enrolment of the Student in the Catholic School of origin may have serious negative effects on the Student's wellbeing in an academic, pastoral, or social sense.

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11.3 Students from Humanitarian Entrant backgrounds will be supported in the transition application process by the TCEO Education Officer: EALD.

11.4 Catholic Schools supporting Students from Humanitarian Entrant backgrounds in the transition application process will:

- Ensure Students and families from a Humanitarian Entrant background are formally supported in transition.
- Interpreter meetings for transitional enrolment purposes must be organised by the existing school, subject to need.
- The existing school is responsible for the interpreter costs of transitional enrolment business.

Catholic Schools assisting with Humanitarian Entrant Student transitions are to provide the receiving Catholic School with:

- The transitioning Student's current Learning Plan.
- The transitioning Student's current TCEO Language Learning Progression Documentation.
- An indication to the receiving school of whether the transitioning Student has attracted past EALD Individual Education Plan (IEP) funding.

Transition of Students with a Disability/Additional Needs

- Principals should ensure there are transition plans and processes put in place to support Students (and families) with additional needs and that all relevant information is transferred.

12 UNRESOLVED ISSUES

In the event of a disagreement arising from the interpretation or application of this Policy, the principles or operating guidelines, the matter shall be referred to the appropriate Regional TCEO Office.

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