



## Enrolment Policy -

### Purpose

The purpose of this policy is to govern the enrolment of students at Damascus College

### Scope

This Policy applies to all student enrolments at Damascus College.

### Definitions

Parents: - Includes the natural biological parents, carers or legal guardian of a student.

### Policy Statement

Damascus College is a Catholic College, which embodies a Catholic ethos. Its primary purpose is to cater for the education of Catholic students. Students of other faiths will be considered for enrolment provided it does not result in the exclusion of Catholic Students. The parents of all students will be required to give an understanding that they will respect the life, nature and identity of the College.

It is the policy of Damascus College that:-

1. Access to the College is available to students whose parents desire an education for their children, which is in accord with the Vision and Mission Statement of the Damascus College.
2. The enrolment of students not of Catholic denomination will be in accordance with applicable Diocesan guidelines as determined from time to time and will be such as not to interfere in the religious life and practice of the College.
3. A student enrolled at Damascus College, will be eligible to re-enrol for the following year unless the Principal notifies a student's parents otherwise.
4. The college will liaise with primary schools within the Ballarat region to encourage enrolments and ensure that students have access to a Catholic Secondary education.
5. Authority to accept enrolments on behalf of the College is vested in the Principal of the College.
6. All personal information obtained in the enrolments process shall be used by the College and not disclosed to any third party unless otherwise authorised.

### Consequences

The implementation of this enrolment policy for Damascus College will mean that:-

1. The College will publish on an annual basis an Information Booklet for prospective students and their parents.
2. Parents and Students enrolled at the College will become part of a College Community centred around the Catholic ethos and the College's Mission and Vision Statement.

### Responsibilities

The Principal has overall responsibility for the implementation of this policy.

### Associated Documents

Damascus College Vision and Mission Statement  
Damascus College School Fee Policy  
Damascus College Pastoral Care Policy

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# Policy

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Acceptance of Enrolment Form  
School Enrolment Procedures in the Diocese of Ballarat Appendix 1 & 2  
Victorian Education and Training Reform Regulation 2007  
Equal Opportunity Act 1996 (Vic)  
Disability Discrimination Act 1992 (Cwlth)  
Privacy Amendment (Private Sector) Act 2000 (Cwlth)

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Date of Original Version: 2008  
Current Version: October 2008  
Review Date: October 2012



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## ACCEPTANCE OF ENROLMENT

I / We confirm my /our acceptance of the place offered to  
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for Year ..... to commence in ..... In accepting this place,

- i. I / We undertake to support the Vision, Mission and Policies of Damascus College
- ii. I / We have been made aware of the College's policies concerning fees and levies and undertake to pay the fees as charged, taking into account family discounts and any other arrangements entered into with the College.
- iii. I / We agree for our personal information to be provided to a third party where required to assist in the education of my/our child.

**Signature of Parent/s:** .....

**Name:** .....  
(PLEASE USE BLOCK LETTERS)

**Date:** .....

**Signature of Student:** .....

**Name...** .....  
(PLEASE USE BLOCK LETTERS)

**Date:** .....

*Please return to:*                      ***The Principal's Secretary  
Damascus College  
200 Victoria Street  
BALLARAT EAST VIC 3350***