

## 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

**Parent:** Any person who is recognised by law as having parental responsibility for the student.

### Policy Statement

Catholic schools were established for the faith formation and education of Catholic children. The Enrolment policy at Damascus College seeks to honour that tradition and abides by legislative requirements. The College welcomes applications for enrolment from persons who actively support and respect the Vision and Strategic Directions of the College including families and students of other faith traditions.

Therefore:

- enrolment applications of Catholic students are given priority;
- while the enrolment criteria outlined on the application form will inform the consideration of each application, the final decision concerning enrolment is at the discretion of the Principal of the College;
- a student enrolled at Damascus College will be eligible to re-enrol for the following year unless the Principal notifies the student's parents otherwise; and
- the College will liaise with primary schools within the Ballarat region to provide information regarding enrolment opportunities.

### Consequences

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

- the College will communicate information about enrolment processes for prospective students and their parents;
- parents and students enrolled at the College will become part of the College community as expressed in the College's Vision and Strategic Directions;
- parents and students will be required to actively support and respect the life, nature and Catholic identity of the College.

### Enrolment process

#### Application

Parents/guardians complete and submit online Enrolment Application by the advertised deadline, with required documentation and a non-refundable application fee of \$80 to place student on the list of applicants.



## **Interview**

Those families that meet the enrolment criteria are invited to attend an enrolment interview with the Principal or member of the Senior Leadership Team. This interview is for students and parents, and is a way for us to get to know you and the student, and for you to get to know us. There are generally two rounds of Year 7 offers.

## **Enrolment Considerations**

Enrolment applications of Catholic students are given priority, in line with the College's Enrolment Policy.

The factors listed below will inform the consideration of each individual enrolment application which will ultimately be offered at the discretion of the Principal.

- Level of involvement in a Catholic parish/faith community as evidenced by sacraments
- Current enrolment at a Catholic parish primary school
- Family connection with Damascus College, Sacred Heart (Ballarat), St Paul's (Ballarat) or St Martin's in the Pines (Mt Clear) – e.g. sibling of current/past student, mother or father attended the College
- Level of involvement in other faith traditions with a strong commitment
- The applicant's level of involvement in school life and commitment to learning, as evidenced through their recent school reports
- The applicant's involvement in activities within the broader community
- Enrolment application submitted by the due date, accompanied by the application fee

## **Compulsory Documentation required with Enrolment Application**

- Student's Birth Certificate and documentation regarding name change (if applicable)
- Minimum of Grade 5 Semester School Report and Grade 5 NAPLAN
- Certificate for Sacraments or other Religious Certificates (if applicable)
- Relevant medical information (if applicable)
- Relevant funding information (if applicable)
- Passport/visa for overseas students or Australian Citizenship Certificate (if born outside of Australia)

## **Acceptance of Offer**

Upon receiving an offer for a place, parents must complete the Acceptance of Offer by the specified date given, along with a non-refundable acceptance fee, which is credited from Term 1 fees.

## **Responsibilities**

The Principal and the Leadership Team have overall authority for the implementation of this policy.

## **Re-enrolment**

All students are expected to re-enrol each year if they intend to return in the following year. Re-enrolment communications are sent to all families in August each year.



### **Associated Documents**

[Damascus College Vision and Strategic Directions](#)

[Damascus College School Fees Policy](#)

[Damascus College Pastoral Care Policy](#)

[Damascus College Privacy Policy](#)

[Enrolment Application Form](#)

[Acceptance of Enrolment Form](#)

[Education and Training Reform Regulations 2017](#)

[Victorian Registration & Qualifications Authority: Guide to the Minimum Standards – Enrolment Policy](#)

[Catholic Education Commission of Victoria: Guidelines to the Minimum Standards](#)

[The Equal Opportunity Act 2010 \(Vic\)](#)

[Disability Discrimination Act 1992 \(Cwlth\)](#)