



ENROLMENT POLICY

1. Purpose

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

2. Review

This policy will be reviewed every 3 years to take account of any changed technology, legislation, expectations or practices. Any significant changes in process during this time will require a policy update.

3. Responsibilities

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

4. Scope

This Policy applies to all student enrolments at Damascus College.

5. 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.

6. Definitions

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



7. Enrolment Processes.

7.1 Damascus College Enrolment Process

1. Enquiry

Enrolment applications downloaded from College Website or mailed out (with Prospectus) as requested. A follow up email occurs for mailed out applications.

2. Application

Completed applications received with enrolment fee, latest NAPLAN, birth certificate, school report and sacraments. A receipt is forward confirming application received.

3. Interview

Once the closing date has occurred, a number of families will be contacted to attend an interview with House Leaders (for existing families) or the Leadership Team (new families).

4. Administrative

All information received with applications are confirmed and official documentation followed up.

5. Discernment

Members of the Leadership Team will review the applications.

6. Confirmation / offer

A letter of offer will be sent to successful applicants to include details of the enrolment and acceptance forms for completion and return together with a non-refundable acceptance fee (which will be deducted from the school fees once the student commences). Communication via mail and newsletter will commence. Unsuccessful applicants will be advised and will have the option of remaining on the wait list.

7. Transition / orientation

Orientation and various Transition opportunities will be communicated to families for the second half of the year prior to commencement.

8. Commencement

Student commences at Damascus College.

7.2 Out of Home Care, School enrolment responsibilities (outside normal enrolment timelines) in accordance with Out of Home Care Education Commitment Partnering Agreement, 2018

If Child Protection or Department of Health and Human Services is involved Damascus College will:



- (If a place is available), Enrol a student without delay – any delay of more than one day must be endorsed by the Director of Catholic Education
- Ensure that accurate information regarding out-of-home care status is recorded in the school's student information record-keeping mechanism
- Liaise with the student's previous school to ensure the transfer of relevant information including the Individual Education Plan
- Establish a Student Support Group in the first week of the student's enrolment
- Support the student to stay at the school or maintain a connection with their school if a change must occur
- When a student leaves the school, provide appropriate information to the new school regarding the student's learning and support needs to ensure a smooth transition
- The Catholic Education Office Ballarat will:
 - Facilitate the timely and effective enrolment of each student in out-of-home care by providing advice and support to schools
 - Work with schools, Child Protection and Department of Health and Human Services to resolve any enrolment difficulties in a timely manner.

7.3 Enrolment of Students with Additional Learning Needs

Damascus College welcomes parents who wish to enrol a student with additional learning needs to the College and will do everything reasonably practicable to accommodate the student's needs. The process for enrolling students with additional needs is the same as that for enrolling any student, and will conform to the Enrolment Process in addition to liaising with the Learning Diversity Leader as part of the enrolment process. Primary and secondary schools will collaborate to ensure coordination and consistency of policy and processes when students are in transition. Schools are required to comply with the relevant Australian and Victorian Government legislation Disability Discrimination Act (DDA) 2005 when considering the enrolment of a student with additional learning needs in a Catholic school.

7.4 Enrolment of Students from Interstate

When enrolling students whose previous school was interstate, all schools must use the protocols of the Interstate Student Data Transfer Note (ISDTN). This is a mandatory requirement of the Australian Government. It is the responsibility of the enrolling school to initiate and manage this process, and be sensitive to parent/student consent requirements for the provision of information. All relevant documents and information are available at the MCEETYA website www.mceetya.edu.au/transfernote .

8. 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

9. Relevant Legislation

- Disability Discrimination Act (DDA) 1992
- Disability Standards for Education 2005
- Privacy Act 1988 and Privacy Amendment (Notifiable Data Breaches) Act 2017
- Commission for Children and Young People Act (Vic) 2012
- Children Youth and Families Act (Vic) 2005
- Equal Opportunity Act (Vic) 1996
- Health Records Act (Vic) 2001

10. Records

Student enrolment applications and details will be maintained and recoded as per the Records Management and Archives Policy.