

Notre Dame College Shepparton Enrolment Policy

1. Introduction

Notre Dame College Shepparton is a registered Secondary Catholic school which operates with the consent of the Bishop of the Catholic Diocese of Sandhurst and is owned and operated by Catholic Education Sandhurst Limited (CES Ltd), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Based on our faith in God and built on Marist and Mercy charisms, Notre Dame College provides a comprehensive, co-educational and challenging experience for students from year 7 to 12 across two campuses and three programmes.

This Enrolment Policy is part of the Enrolment Framework approved by the Board of CES Limited (CES Ltd Board) which must be followed by all Sandhurst Catholic schools. The Enrolment Framework is available at www.notredame.vic.edu.au.

2. Purpose

This policy sets out requirements for enrolment of domestic students at Notre Dame College Shepparton.

3. Enrolment Principles

Notre Dame College Shepparton welcomes enrolments from families of all faiths and non-religious backgrounds. Where enrolment interests exceed the number of placements available, Notre Dame College Shepparton will give priority to enrolment of Catholic children as outlined in the **Enrolment Priority Criteria** approved by the Board.

Families who enrol their children at Notre Dame College Shepparton do so on the understanding that they respect and agree to support the Catholic identity, ethos and mission of the College and acknowledge the importance of religious education for their children.

Notre Dame College Shepparton wants to make every effort to ensure Catholic education is accessible to every Catholic family through the provision of family-friendly fee payments and relief.

Notre Dame College Shepparton strives to accommodate children with diverse needs. In cases where a child requires significant adjustments in order for an enrolment to be possible, our College will consider its obligations arising from Disability Standards and related legislation; what is in the best interest of the child and whether the College can reasonably be expected to make the required adjustments to assist the child to take part in education courses and programs, on the same basis as a child without disability.

Enrolment is subject to the maximum capacity of Notre Dame College Shepparton. For those students not able to be offered enrolment, our College will support their families in finding enrolment with another Catholic school.

4. Enrolment requirements

It is expected that students seeking enrolment will normally reside in the designated parish or the agreed area that Notre Dame College Shepparton serves. Students may be accepted for enrolment outside their parish or agreed area, which the College serves if there are demonstrable circumstances which significantly disadvantage the student and/or family should the enrolment not occur or if Notre Dame College Shepparton meets their needs more appropriately than the student's designated parish school.

Documentary evidence

You are required to provide particular information about your child during the enrolment process, both at the provisional application stage and if the College offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the College. If the information requested is not provided, this school may not be able to enrol your child.

Notre Dame College Shepparton requires the following documents from parents/guardians for enrolment purposes:

- evidence of the child's Australian citizenship or permanent residency or eligible visa details
- birth certificate of the child
- immunisation records and other health records
- court orders, custody arrangements relating to the child
- previous school reports
- any documentation relating to specific medical, health, intellectual conditions that will trigger the need for the school to provide reasonable adjustments to the learning environment.

Fees

School fees: fee schedules and payment options are outlined in the school fees document published on the school website.

The fees must be paid for a child to enrol and to continue enrolment at this College. The College has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

In accordance with **CES Ltd's School Fee Policy**, any family facing genuine financial hardship should in the first instance speak with the Principal. Families facing hardships are encouraged to apply for a fee concession. This includes those families who hold a Health Care Card (HCC) eligible for Camps, Sports and Excursion Funds (CSEF). An application for a fee concession should be made to this College and all information provided will be treated in the strictest of confidence.

5. Enrolment process

The enrolment process at enrolment process at this College, including timelines and forms are published on the College website. The following enrolment related documents are published/available on our website:

CES Ltd Enrolment Framework

Notre Dame College Shepparton Enrolment Policy

Notre Dame College Shepparton Enrolment Procedure

Application for Enrolment Form

Offer of Enrolment: Request for Additional Information Form

Enrolment Agreement

Enrolment Priority Criteria

Notre Dame College Shepparton Fee Policy

Application for Early Age Entry to School

Shared Behaviour Expectations/Code of Conduct

6. Enrolment register

In accordance with requirements of the Education and Training Reform Regulations 2017 (ETR Regulations), The College maintains a register of enrolments that contains at minimum the following information in relation to each student enrolled at the College:

- The student's name, age and address
- The name and contact details of any parent or guardian of the student
- The date of enrolment of the student
- The Victorian Student Number allocated to the student
- The date that the student ceases to be enrolled at the College

The information collected during the process of enrolment will be stored, maintained and shared in accordance with the *Privacy Act 1988 (Cth.)*. A copy of the enrolment information will also be maintained in each student profile.

7. Enrolment register procedures

Notre Dame College collects enrolment data at the point of enrolling a new student. For all existing students, the College undertakes a process of confirming enrolment data, including health information and emergency contact information. The process of confirming enrolments typically occurs at subject selection times. It is the responsibility of the parents/guardians to inform the College of any changes to the enrolment information as soon as practicable. It is the responsibility of the Office Manager to collect, store and maintain enrolment information in the register in accordance with this Policy and procedures.

8. Roles and Responsibilities

Position/Roles	Responsibilities
CES Ltd Board	Approves Enrolment Framework.
Executive Director	Approves contextualisation of school Enrolment Policies and Procedures. Make decisions in relation to enrolment appeals as outlined in the Enrolment Procedures document.
School Principal	Ensure this school's Enrolment Policy and Procedure are aligned with CES Ltd Enrolment Framework and implements the Framework. Makes enrolment decisions as outlined in the Enrolment Procedures document.
Office Manager	Collects, stores and maintains Enrolment information in accordance with this College's Enrolment Policy and Procedure. Provide prospective parents with the necessary information for the enrolment and admission processes.
Parents/guardians	Read and complete the Application for Enrolment Forms; the Enrolment Agreement, related Enrolment documents. Submit all requested information and disclose matters relating to the learning, emotional or physical needs of the applicant that may affect their education and notify the College of any changes to any enrolment information submitted as soon as practicable. Adhere to terms and conditions of the Enrolment Agreement.

Description of Revisions	
Responsibility:	The Executive Director of CES Ltd School Principal
Approval Authority:	CES Ltd Board
Approval date:	October 2020
Date of Next Review:	October 2021