



Student Enrolment Policy

Introduction

Notre Dame College is committed to an open enrolment policy that is consistent with our Statement of Philosophy and all applicable State and Commonwealth Laws, including anti-discrimination, equal opportunity, privacy and immunisation legislation.

This enrolment policy is also consistent with the diocesan enrolment policy and only applies to domestic students.

Enrolment Criteria

We accept enrolments of domestic students on the basis of:

- academic ability
- interests and extracurricular achievements
- date of application
- family or other association.

Guiding Principles

Notre Dame College;

- strives to be authentically Catholic and faithful to the mission of the Church.
- is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.
- has a particular responsibility to provide access to children baptised in the Catholic faith.
- has a particular responsibility to welcome, accept and support those in most need.
- seeks to include rather than exclude.
- strives to ensure that the enrolment process is a welcoming reflection of the teachings and values of the Church.
- seeks to actively engage families and carers as partners in their child's education process and the life of the College in an atmosphere of co-responsibility and co-accountability.
- strives, as far as possible, to provide facilities for potential enrolments without unduly compromising the viability and vitality of the College.
- respects the traditions of other faiths.

Student Intakes

Notre Dame College enrolls domestic students in years 7 - 12.

Enrolments outside of these intakes will be considered on an individual basis.

Baptised Catholic Children

It is the baptismal right of a Catholic child to be educated within a Catholic school. Therefore, the faith commitment of the parents / guardians will not be used as criteria for enrolling a Catholic student at Notre Dame College

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Completion of Primary Schooling in a Catholic Parish School

It is usual practice that a child who has completed their entire primary education in a Catholic parish primary school to be given continuity of enrolment at the College.

Students with Additional Learning Needs

The Principal reserves the right to seek further advice from the Catholic Education Office Sandhurst if there are concerns about unjustifiable hardship on the school community should a particular child be enrolled. Dual enrolment with a specialist setting may also be explored where it is likely that this type of enrolment would best suit the needs of a student and their family/carers.

Academic, intellectual, or physical capacity and behaviour will not normally be used as part of the enrolment decision-making process. Our College welcomes families/carers who wish to enrol a child with additional learning needs and will do everything possible to accommodate the child's needs

Designated Enrolment Area

Notre Dame College serves a designated enrolment area as determined by the Catholic Education Office, Sandhurst Schools Education Board, Canonical Administrators, Board Chairs and Principals.

The normal expectation is that students seeking enrolment at the College will reside within the designated area that the College serves.

Students residing in the Parishes of Shepparton, Shepparton South, Dookie and Nagambie live within the Notre Dame College designated enrolment area.

The following Parishes are classified as open, Mooroopna, Tatura, and Rushworth. Students residing in an open Parish that does not have its own Catholic secondary school should attend the nearest Catholic secondary school.

Conveyancing Allowance

Access to the Conveyancing Allowance for free or subsidised bus travel to and from school is determined by the State Government. The State Government makes their decision based on travel to the nearest Catholic school.

Enrolment of Students from Outside the Designated Enrolment Area

Students may be accepted for enrolment in Notre Dame College from outside the designated enrolment area, if the Principal of the local Catholic school where the student resides approves this in writing and there are demonstrable circumstances which significantly disadvantage the student and/or family/carer should the enrolment not occur.

These students may only be enrolled in the College after the needs of 'local' students who are eligible for enrolment have been met.

In cases where enrolment applications exceed the positions available and there is no local Catholic school for the student to attend the College will assist families/carers to find enrolment in another Catholic school where possible.

Interstate Students

When enrolling students whose previous school was interstate, the College uses the protocols of the Interstate Student Data Transfer Note as it is a mandatory requirement of the Australian Government.

International Students

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International students on a Student Visa may only study with an institution and in a course that is registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Notre Dame College is not currently registered with CRICOS.

If, in the future the College makes a decision to register with CRICOS full fee paying overseas students (on a Student Visa) may only be enrolled in the College after the needs of 'local' students who are eligible for enrolment have been met.

Exchange Students

Notre Dame College welcomes the enrolment of exchange students whose families and host families respect and agree to support the Catholic Identity of the school and acknowledge the importance of Religious Education for the student.

Exchange students may only be enrolled at the College after the needs of 'local' students who are eligible for enrolment have been met.

It is expected that the school fees will be paid in accordance with College policy: where the exchange students' stay at the College is less than the equivalent of one school year (4 terms), school fees will be calculated on a pro rata basis.

Applicants and their host families/exchange organisation are required to attend an enrolment interview prior to a final decision being made in relation to the applicant's enrolment.

School Fees

Parents/carers are obliged to contribute school fees for the support of the College. However, a family's/carer's capacity to pay all or part of the school's fees will not be a criterion for enrolment. Parents/carers who feel that payment of full fees would cause unnecessary family hardship are invited to contact the Finance Manager to make special financial arrangements. Such arrangements will be kept entirely confidential.

McAuley Champagnat Programme

The McAuley Champagnat Programme is a special setting educational programme of Notre Dame College, designed to meet the educational needs of disengaged students in the Goulburn Valley Region that are not being met by current education providers.

Enrolment in the McAuley Champagnat Programme is by referral ONLY from either the student's current school or an agency supporting the student. Pastoral discretion is a key part of the enrolment process.

Enrolment Interviews

It is an expectation that families/carers wishing to enrol their child in any of the programmes of Notre Dame College will be prepared to attend an enrolment interview with their student on request from the College.

Contact with the Students Current School

Students making application for enrolment to the College can expect that their current school will be contacted. Students will not normally be accepted unless the College has had contact with the student's current school.

Offer of a Placement at the College

Families/carers who are offered a place in the College for their child will be sent a "Letter of Offer", however the child's enrolment is not confirmed until the parents/carers return to the College, the completed and signed "Letter of Acceptance" and associated fees. The offer of a place at the College will lapse if the "Letter of Acceptance" is not received within fourteen days of the date on the "Letter of Offer". Families/carers will then need to reapply if they wish to pursue an enrolment for their child at the College.

At times, the Principal will determine that it is appropriate to decline an enrolment application. Where this is the case the student and parent/carer will be notified of this in writing.

Annual Update of Enrolment and Medical Information

During term three of each year, parents/carers are required to review and update enrolment and medical information for their child who is enrolled at the College. Parents/carers are also requested to advise us if their child is returning for the following school year.

Requests for an Enrolment Transfer from a Local School during the School Year

The College does not usually accept enrolment transfers from students enrolled in other local secondary schools during the school year; however, the College will consider an application for enrolment for the following year.

Waiting Lists

Where enrolment applications to a particular year level or programme exceed the places available the College will establish a waiting list and advise the parents/carers of the students impacted by this. An Enrolment Panel will determine the priority order of the waiting list which would normally be in line with the enrolment criteria as listed below. Pastoral discretion may also be used during this process.

Enrolment Panel

The Enrolment Panel would normally include; the Principal (Chairperson), at least one of the Deputy Principal's and the Canonical Administrator. Other staff such as the Director of McAuley Champagnat Programme or the Director of the Year 9 programme will be seconded to the panel at times. The Enrolment Panel will determine the priority order of any waiting lists and also convene to determine the outcome of any appeals.

Pastoral Discretion

Pastoral discretion is an important element of decision making with regard to enrolment. Therefore, while bearing in mind the Enrolment Guidelines, the College will exercise some flexibility where pastoral discretion is deemed necessary.

Enrolment Criteria

Children who live in the designated area that the College serves, who with their parents/carers, respect and agree to support the Catholic mission of the College including the Religious Education programme we offer for their children will be considered for enrolment at the College based on the following criteria;

1. Children baptised in the Catholic Faith

- a. who have completed all their primary education in a Catholic parish primary school
- b. who are from other schools

2. Siblings of current students of Notre Dame College

3. Children who have completed their entire years of schooling in a Catholic parish primary school

- a. who are from other Christian Churches
- b. who are from other non-Christian Faith traditions
- c. who are from no faith tradition

4. Children who have spent their entire years of schooling at

- a. other Christian Schools

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- b. other non-Christian Faith based school

5. Children who have been in a Catholic parish primary school for

- a. the last two or more years of their schooling
- b. the last one year of their schooling

6. Children who have attended non-Faith based schools and are from

- a. other Christian Faith traditions
- b. non-Christian faith traditions

7. Children of no faith tradition

Consideration

Enrolments are considered by the Admissions Committee each year. The Admissions Committee will consider each application and make a determination based on the enrolment criteria.

Appeal Processes

Appeals against a decision to decline an enrolment at the College are to be made to the Principal of the College within 14 days of receipt of the letter to the parent/carer declining enrolment of their student into the College. The parent/carer is required to put the appeal in writing and include the reasons for the Appeal.

The Enrolment Panel (chaired by the Principal) will be convened to consider the appeal and any supporting material provided. The Panel may decide that;

- the original decision is to be maintained or
- the decision is to be reversed or
- a place in the College will be offered to the student.

The Principal will communicate the decision to the parents/carer of the student in writing, together with a statement of reasons within 14 days of receiving the appeal.

If the applicant is not satisfied with the decision of the Enrolment Panel, a further and final appeal may be made to the Director of Catholic Education Sandhurst within 14 days of receiving the notification from the school that the appeal was not successful. This Appeal should be in writing to the Director, with reasons provided for the Appeal.

The Director will establish an Enrolment Appeal Panel to investigate the appeal and to offer a recommendation. The membership of the Panel will be decided by the Director but will normally consist of a senior staff member of the Catholic Education Office, the Principal of another school, and a third member with experience relevant to the grounds for the appeal. No member of the Panel will have been involved in the original decision, the first Appeal, or in providing advice to the school during either process.

A senior staff member of the Catholic Education Office will convene and chair the panel. The parent/carer lodging the Appeal and the Principal of the school in question, will each ordinarily be provided with an opportunity to present to the Panel, either in person, via telephone or in writing.

The Appeal Panel will consider all material available and make a recommendation to the Director. The Director will consider the recommendation, and then either accept, reject, or modify it.

The decision of the Director will be communicated in writing to the Principal of the school and the appellant.

If the decision of The Director is to allow the enrolment to proceed, the process for enrolling the student will commence as soon as possible.

Procedures

Internal College procedures for handling enrolments are attached in Appendices 1 to 6 and are for school use ONLY.

Professional Development

Will be provided to the following staff:

- Office Staff
- Heads of House
- Director of Year 9
- Director of the McAuley Champagnat Programme

Communication

The above staff will be advised of this policy via appropriate meetings and email.

Parents/Carers will be advised of the Colleges Enrolment Policy via the College website and in the enrolment pack sent to prospective applicants.

Associated Policies, Procedures, Agreements, Guidelines, or Legislation

Sandhurst School Education Board Enrolment Policy and Guidelines Nov 2013

Anti-Discrimination

Notre Dame College is committed to the principles of our anti-discrimination obligations. We will consider all enrolments in accordance with our Disability Discrimination Policy and our duty to make reasonable adjustments but reserve the right to depart from that policy where it is legally permitted and in accordance with our Statement of Philosophy.

Enrolment Agreement

Our Enrolment Agreement is made publicly available through the:

- Notre Dame College website
- Notre Dame College prospectus
- enrolment form/application.

Questions

If you have any questions about our enrolment policy, please contact the Principal.

Ratification date: 19/10/2020 Review date: 19/10/2023