

Catholic Education Wilcannia-Forbes

Enrolment Policy



CATHOLIC EDUCATION
WILCANNIA-FORBES

Date of Implementation	06/2020
Date of Last Review	11/2021
Date for Next Review	11/2023
Policy Number	002/2020

MISSION AND VALUES

Each Catholic School in the Wilcannia-Forbes Diocese is inspired by an intimate relationship with God and is founded on a Christian view of the human person. Animated by a Spirit of communion and community and imbued with a Catholic worldview through the curriculum, each school is sustained by witness to the Gospel of Jesus Christ. Each School maintains the active and visible promotion of human rights, social justice and peace.

“Our schools are communities of faith, learning and transformation, founded upon the person of Jesus Christ, the Way, the Truth and the Life, where the gospel is proclaimed and lived within the communion and rich Tradition of the Catholic Church.” [\(Diocesan Statement of Faith\)](#)

1.0 POLICY STATEMENT

All parents/carers give a firm commitment that they accept and support the life, nature and identity of the Catholic school, including the participation of their children in religious education programs and in the prayer and liturgical life of the school.

Catholic schools across the Diocese are committed to the inclusion of children with additional needs and will observe all relevant State and Federal legislation.

Catholic schools across the Diocese recognise the entitlement of all students to access educational opportunities that foster the Catholic faith, expand life choices, cater for the disadvantaged and nurture all students to reach their full potential. This policy exists to ensure the equitable allocation of student places according to the Vision and Mission of Catholic schools. The enrolment of students across all Parish schools within the Diocese should aim to be 75% baptised Catholic. For the purposes of this policy, baptised Catholic children are those children who have received the Sacrament of Baptism.

It is important to note that the 75% baptised Catholic target is flexible in the pursuit of achieving the policy’s objectives including, but not limited to, evangelisation, viability of the school and responding to a call on our charity. This flexibility at the school level requires agreement between the Parish Priest and school Principal.

No enrolment is denied simply because of an inability of parents/carers to pay.

A copy of the student's Birth Certificate must be provided prior to the interview. NSW Legislation allows for the enrolment of children into Kindergarten who turn five on or before 31 July in that year. Students must be enrolled and attending school by their sixth birthday.

The Director of Catholic Education may grant an exemption from enrolment at school due to

- a) age, where a child turns six years on or after 1 August or later in a school year and is engaged in:
 - Full time preschool education at an accredited preschool for the remainder of that year
 - Participation in full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school not later than six months after the child's sixth birthday
- b) The health or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday
 - Where children are expected to enrol in Kindergarten following the period of exemption from enrolment, they may be involved in a transition-to-school program as a condition of their exemption.

Closing date for enrolment in a class for the following year is advertised through the Parish newsletter, feeder schools and public notices.

Enrolments after the closing date are accepted depending on suitability, the criteria in 2.0, and vacancy in the year group.

If a student on a Visa seeks enrolment, the Visa and passport must be provided to the CEWF - prior to the interview. A place cannot be offered to a Visa student prior to validation and acceptance by the CEWF Student Visa Officer.

2.0 PRIORITY ENROLMENTS

Enrolments will be considered in order of:

1. Baptised Catholic children of regularly worshipping Catholic families with strong demonstrable links to the local Catholic Parish
2. Siblings of children other than Catholic already attending the school whose families have demonstrated ongoing support for the ethos and values of the Catholic Church
3. Children of families who have 'special pastoral circumstances' as assessed by the school Principal and Parish Priest
4. Children of regularly worshipping Orthodox families who have strong demonstrable links to their faith community and who are prepared to support the ethos and values of the Catholic Church
5. Children of regularly worshipping families from other Christian denominations
6. Children from non-religious backgrounds who are prepared to support the ethos and values of the Catholic Church.

3.0 PARENT RESPONSIBILITIES

All parents/carers applying to enrol their children in a Catholic Education Wilcannia-Forbes school complete the official Application for Enrolment form and return it by the due date.

Parents/carers should be prepared to abide by the provisions of that form, especially with regard to the support they give the school in the Catholic education of their children.

The enrolment process usually includes an interview between the prospective student, parent/carer, Parish Priest and Principal to ascertain readiness and suitability of the student for the school. The Parish Priest is invited to attend all interviews but should at least be available to attend interviews for students whose religion is other than Catholic.

4.0 CEASING ENROLMENT

All parents/carers are required to complete an [Enrolment Transfer Form](#) prior to a student ceasing their enrolment at their current school. Students who are transferring out of NSW will be required to provide Interstate Student Data Transfer Forms 1 & 3 from their new school.

5.0 SUPPORTING DOCUMENTS

- [Additional Needs \(AN\) Process Flowchart](#)
- [Application for Enrolment Form](#)
- [Application for Enrolment Form - Ancestry \(Condobolin, Forbes, Trundle, Warren and Wilcannia ONLY\)](#)
- [Enrolment Checklist of Required Student Documentation](#)
- [Enrolment Information - For Parents/Carers](#)
- [Enrolment Procedures](#)
- [Enrolment Transfer Form](#)
- [Exemption from Enrolment Procedures](#)
- [Form 1 - Additional Needs Student Information](#)
- [Form 2 - Additional Needs Enrolment Meeting Record](#)
- [Guide for Identification of Student Residency Status](#)
- [Guide for Identification of Student Residency Status - Flowchart](#)
- [Interstate Student Data Transfer Forms](#)
- [School Immunisation Brochure](#)

6.0 POLICY CLASSIFICATION

- Policy Audience: Public
- Policy Approval: Leadership, Catholic Education Wilcannia-Forbes
- This policy supersedes all previous policies relating to matters contained herein
- Contact: Head of Learning and Teaching
- Status: **ACTIVE**