Preamble

The schools of the Catholic system have been established to support Catholic parents in the holistic education of their children. Particular emphasis is given to supporting parents in the faith development of their children.

Criteria

Enrolment is determined by the following criteria:

1. Siblings:
   a) Siblings of Catholic children already enrolled in a Dubbo Catholic school
   b) Siblings of non-Catholic children enrolled in a Dubbo Catholic school prior to 2003

2. Baptised Catholic children of practicing Catholic parent(s)/guardian(s).


4. Children baptised in other denominations or faith traditions.

5. Children who are not baptised – provided the parents have had a meeting with the Parish Priest and he has advised the Principal to consider the child(ren) for enrolment if there is a vacancy in the school.

Note especially:

♦ Enrolment acceptance or non-acceptance can only occur after interview with the Principal. The Principal will then make the final decision regarding enrolment.

♦ Children who are enrolled in a Primary school are not guaranteed a place in Year 7 at St. John’s College. All children have to re-enroll for secondary education at St. John’s College.

♦ Younger siblings of non-Catholic children enrolled at St. John’s College are not guaranteed a place in a Catholic Primary school.

Other Considerations

1. Date of lodgement of Enrolment form.

2. Child must be five years old before 30th March of the Kindergarten year.

Supporting Documentation

- Baptismal Certificate
- Other Sacramental Certificates
- Full Birth Certificate
- Reference from Parish Priest if child is not from Dubbo
- Reference from Minister of Religion if child is not Catholic
- Current School Report
- Letter from previous School Principal (if not from Dubbo)

Enrolment Process

The enrolment process consists of the following:

1. Completion of an **Enrolment Application Form & Family Particulars Form. Please ensure both parent/guardians sign the Enrolment Application Form & Family Particulars Form. Please ensure you read the conditions of enrolment before you sign the “Parent/Guardian Declaration Form”**.

2. Formal interview with School Principal.

3. Interview with Parish Priest for parent(s) of children who are not baptised.

4. Depending on enrolment numbers it may be appropriate for the Parish Priest & School Principal to discuss the enrolment of non-Catholic students in lieu of interview with Parish Priest. This may occur before enrolment can be finalised.

5. Those families with children commencing school part way through the year, parents to attend School Fees Office. Preferably same day as interview with School Principal. This must occur before enrolment can be finalised.


7. New Kindergarten child(ren) must attend an Orientation session.

Please note:

- Advertisements calling for enrolments with an enrolment closing date must be promptly attended to, so as to avoid disappointment.

- Children may not be enrolled if they are expelled or suspended from another school, have a criminal record, or have a poor history of fee payment or continued behavioural problems

- Previous schools will be contacted during the enrolment process for all children.
- School Fees Office will be contacted during the Enrolment process for all children with regard to siblings already in the system.

- If a single parent has custody of the enrolling child, the most recent documentation from the Family Law Court must be given to the School Principal at the initial interview time.

- The choice of the child(ren)’s teacher each year is solely the decision of the School Principal.

- If parent(s) / guardian(s) remove their child(ren) from the school due to non-compliance of school policies, the child(ren) will not be re-enrolled at the previous Catholic School that they left.

- Parents are asked to complete a **Cancellation of Enrolment Form – Student Exit Form** when your child(ren) leave the school

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**Termination of a Student's Enrolment**

Termination of a student's enrolment is an extreme disciplinary step reserved for cases of gross misconduct, persistently disruptive behaviour, or other serious breaches of school rules.

Normally termination of enrolment will be imposed only after appropriate measures including consultation with parents/guardians, relevant members of the school staff and, where possible, with the parish priest, shall have been adopted.

Careful consideration must be given to the overall good of the student and the welfare of the school community.

A principal's decision to terminate a student's enrolment requires endorsement by the Director of Schools before implementation.
ENROLMENT PROCEDURES

The school should take the following into account before accepting an enrolment application.

Original documents must be sighted by the staff responsible for enrolling. Photocopies or fax copies of visa documents are not acceptable.

1. If the student is an **Australian citizen**, born in Australia, a birth certificate should be sighted.
   - A birth certificate is only proof of citizenship if both parents are Australian
   - Australian Passport or Certificate of Evidence of Australian Citizenship

2. If the student was not born in Australia but is otherwise a **permanent Australian resident**, appropriate evidence should be sighted, e.g. Permanent Resident Visa.

3. If the student is a **temporary resident**, school staff responsible for enrolling students must sight original visa stamps or labels affixed to passports or other official travel documents.

4. If the student is on a **Bridging Visa**, the original substantive visa must be sighted and must be used instead of the bridging visa to determine funding eligibility.

5. If the student does not have their own documents, they will be listed on one of their parent’s passports or travel papers.

6. The school should make copies of the travel documents which should then be signed and dated by the school staff responsible, certifying that the originals have been sighted.

7. The following items must be noted and recorded:
   - Visa Number, Visa Class and Sub-class Visa Conditions
   - Date of Arrival (as per the latest Australian arrival stamp)
   - Length of Stay permitted by the visa

8. If the student is on a **Student Visa**, special enrolment procedures need to be followed.
   - Provisions may restrict the duration of study and special considerations need to be observed
   - Determine the eligibility of the student for State and Commonwealth funding
9. The student’s ESL needs should be assessed, with appropriate funding identified, and provision made.

10. If the student has a disability, this must be addressed, with appropriate funding identified, and provision made.

11. Care and supervision arrangements for the student outside school hours must be assessed and made a condition of enrolment when a student under 18 years will not be with one or both of their parents. The residential address of both the student and student’s guardian must be clearly established in writing. Guardianship and residential arrangements must be assessed to be appropriate.

12. Any necessary Health Regulations should be complied with, such as evidence of immunisation status or tuberculosis examination. Students on Student Visas, enrolled under CRICOS regulations, are also required to purchase special private health insurance as a condition of enrolment.

Adapted from Enrolment of Permanent and Temporary Residents: Guidelines for Schools and System Officers (1 January 2003)