

ENROLMENT PROCESS

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Approved by	Director, School Improvement Services	Date for review	October 2028

INTENT

School/college enrolment processes are devised and administered at the local level within the parameters of Government regulations and in line with the *Diocesan Education Council (DEC) Enrolment in Catholic Schools Policy*.

SCOPE

This guideline applies to the Townsville Catholic Education Office (TCEO) and all systemic Catholic Schools and Colleges under the guidance of the Townsville Catholic Education Office.

INTRODUCTION

All parents/guardians/carers are welcome to apply for enrolment for their student at Catholic schools and colleges if they accept that the schools and colleges are centred on Jesus Christ and seek to exist in an environment of Gospel values and Catholic ethos. Catholic schools are a work of the Catholic Church. Townsville Catholic Education (TCE) desires to assist Catholic parents/guardians/carers to continue, in a Catholic school system, from Prep to post compulsory secondary schooling, the Catholic education that has begun and continues in Catholic homes and Catholic parishes. In systemic Catholic schools of this diocese, no one is denied a Catholic education on financial grounds.

Families are encouraged to seek enrolment at a Catholic school from the start of their children's schooling. First priority is offered to all Catholic applicants at the Prep Year entry point. Once enrolled, the student's continued enrolment at that school and, as far as possible in our TCE system, are assured until parents/guardians/carers choose to end the enrolment or the student's enrolment is terminated by the school in line with the TCE Enrolment and Financial Terms or relevant TCE guidelines/procedures.

GUIDELINES

- School enrolment policy/procedures:** Only the enrolment forms supplied for schools/colleges by TCEO are to be used during the enrolment process. Parents/guardians/carers must be strongly encouraged to read and understand the conditions to which they are agreeing at the time of enrolment. These are the enrolment terms, financial terms and privacy collection notice contained in the Enrolment Notes Booklet and confirmed on the Student Enrolment Agreement.

Each school/college **may** develop through the School Board its own enrolment policy and procedures. Consideration should be given to establishing priorities in the community which align with the *DEC Enrolment in Catholic Schools Policy* and the TCE Enrolment Priorities (below). In developing enrolment procedure, consideration is given to appropriate:

- a. Channels of informing prospective students and parents/guardians/carers of the nature and ethos of the school.
 - b. Responses to requests for enrolment.
 - c. Checks on subject choices.
 - d. Induction programs for students and parents/guardians/carers.
2. **Catholic Identity:** Principals are responsible for the Catholicity of their schools. They must always consider this when enrolling any student. Care must be taken that other faith tradition parents/guardians/carers and students understand and support the Catholic ethos of the school.
3. **Person Enrolling a student:** Proper process must be followed if a school receives a Student Enrolment Agreement that is NOT signed by parents/guardians/carers. There have been instances where forms are signed by a third party entity or members of the family who do not have legal custody of the child. This leaves the school open to risks associated with duty of care and behaviour management.

While there may be extenuating circumstances, each occurrence should be assessed on a case-by-case basis. Education Consultants can assist in assessing the risk of accepting these enrolments.

4. **Inclusive enrolment:** When application for enrolment is made on behalf of a student for whom it is considered likely that educational adjustments will be required to access the learning and school environment, the principal will consult with the prospective student and their associates about the characteristics of the learner, the reasonable adjustments that are required and consider the implications of these adjustments on the student, family and school. Schools will take reasonable steps to ensure the enrolment process is accessible, including consulting with the prospective student or their associates about any factors impacting their ability to seek enrolment and making any reasonable adjustments.
5. **Enrolment pressure:** Sometimes demand may exceed our capacity to provide a place for all who apply to enrol at the Catholic school of their choice. Where there is any pressure on enrolments, parents/guardians/carers should be informed that they will be notified as soon as possible of acceptance or otherwise. Some factors when considering student enrolment include:
 - a. The level of staffing established by the TCE Office. When the number of enrolments requires, or is anticipated to require, additional resources such as staffing and classroom accommodation the principal consults the Director, School Improvement Services as early as possible.
 - b. Consultation, if necessary, with neighbouring schools in relation to multiple-site enrolments and duplications.
 - c. Timely processing of enrolment applications to support staffing decisions by TCEO.
6. **Student transfers:** A Student Transfer Note can be requested by a parent/guardian/carer when the student ceases enrolment at their previous school, or can be requested by the principal of the new school when an enrolment application is received. Parent/guardian/carer consent is not required for a principal to complete or request a Student Transfer Note. However, if the principal is seeking additional information not in the transfer note, parent/guardian/carer consent must be obtained. A link to information about requesting a student transfer note is provided at the end of this Guideline.
7. **Enrolment Name:** A prospective student will be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred first name. The preferred first name will be noted on internal school documents such as class rolls. However, the legal name will appear on semester reports and other external documents.

At the time of enrolment application, the birth certificate, passport or other identifying information should be sighted and noted in the appropriate student portal. These documents will not be held for long term retention with the exception of Schools of Special Character.

8. **Enrolment information:** The existence of any Court Orders regarding parental responsibility needs to be ascertained and copies kept ONLY of section/s of the orders relevant for the child's schooling. Court orders and other sensitive information should be securely filed. Court orders must be removed from student records once the order is no longer valid or when the student graduates or withdraws from the school. A copy of the Baptismal Certificate/Sacramental Certificates of all Christian students should be obtained during enrolment and noted in the appropriate student portal. These documents are not retained for long term retention.
9. **Prep year enrolment:** Principals must consider the enrolment provisions of the Education (General Provisions) Regulation 2006, Section 15 Age for enrolment in preparatory year. The principal must also refer to the *TCE Early Entry to Prep Procedure* if early enrolment is being considered.
10. **Accelerated Enrolment:** Accelerated enrolment can be considered by principals in relation to enrolment age.
11. **Immunisation** is not compulsory in Australia, however it is recommended that staff, students, and others be immunised according to the National Health and Medical Research Council's (NHMRC) [Recommended Immunisation Schedules](#). It is not a TCE requirement to collect immunisation information at the time of enrolment.
12. **Outstanding Fees:** The Student Enrolment Application form gives consent to principals to seek information about outstanding school fees from any school previously attended by the student in the Catholic Diocese of Townsville. Parents with outstanding school fees should be encouraged to:
 - pay any outstanding school fees, levies, charges and building fund contributions to the previous school, or
 - enter into a payment arrangement satisfactory to the principal of the previous school.
13. **Mature Age Students:** A Mature Age Student is any student who is aged eighteen (18) years or older at the time of enrolment. There are a range of options (including TAFE, Distance Education and Education Queensland schools) for adults who want to study Years 11 and 12. The following conditions apply if a mature aged student (18 years or older) seeks enrolment or re-enrolment but are not required for continuing students.
 - Criminal history check and current Blue Card.
 - Length of previous school enrolment.
 - The subject availability and capacity of the school.
 - Has the student been previously excluded from school?
 - Other risk management strategies for Student Protection.
 - Seeking the names of two referees for the enrolling student.

The principal, when considering an enrolment application from a mature or independent student, should consider issues/behaviours that may impact the safety of the broader student population, and should discuss the matter fully with the Education Consultant and staff from the TCE Student Protection Team.

14. **Independent students:** Independent students (i.e. students wishing to enrol without a parents/guardians/carers who can be responsible for their application) should be assessed by the principal to ascertain that the student has the capacity and understanding of outcomes to make their own decisions. The principal should examine the consents in the Student Enrolment Agreement and make a decision on whether or not the child can sign. In the principal's assessment, they should ensure that the child is actually not living

at home, possibly by contacting the parents/guardians/carers, or checking with Child Safety authorities.

NOTE: Be mindful of any safety issues that may arise for the child by contacting the child's parents/guardians/carers. Explore any potential safety issues with the child BEFORE contacting the parents/guardians/carers and consider further discussion with the TCE Student Protection Team if required.

15. International Students: A full fee paying student who seeks enrolment (or re-enrolment) should fill out the school's standard enrolment form. Conditions apply which include:

- The student may only be enrolled if vacancies exist and local Catholic students are not excluded as a result.
- It is necessary for schools enrolling international students to apply for entry to the Commonwealth Register of Approved Institutions. Refer to the website: cricos.education.gov.au
- Payment for Overseas Student Health Cover should be collected prior to issuing acceptance confirmation. A commission of 5% is paid by Medibank Private to the school.
- Recommended minimum fees are determined by TCEO. It is recommended that one semester's fees be collected in advance.

16. Exchange Students: Schools accepting exchange students should ensure the student is sponsored by an approved exchange organisation. The school is required to be registered as an exchange organisation (see [Education Queensland](http://EducationQueensland.gov.au) website). Exchange students are not normally required to pay fees, as there is a reciprocity criterion in the organisations approved status. However, schools are free to charge normal fees and/or levies if they wish. See the [FACT SHEET - Exchange and Short Term Cultural Visit Student Enrolment](#) for more information.

17. Overseas Students on Visas: Students who are not Australian citizens, including permanent residents and New Zealand citizens are subject to specific visa or residency verification requirements. A visa allows non-citizens to travel and stay in Australia for a set time. Schools must understand the requirements for students on visas, as visa types and conditions can impact recurrent funding and allowances. A child with a visa permitting study can be enrolled. Visa assessments determine limitations on study and eligibility for government funding. See the [FACT SHEET - OVERSEAS STUDENTS ON VISAS](#).

OFFERS OF ENROLMENT

When enrolment applications exceed available places in a class, the following protocols and priorities will guide decision-making.

PROTOCOLS

- A. The definition of a Catholic to be used is any person who has a Baptism Certificate from a rite of the Catholic Church or a certificate of reception into the Catholic Church if baptised in another Christian Church.
- B. Priorities below will be applied in order, starting at criteria 1.
- C. Applications at each priority level will be assessed in order of receipt of application.
- D. When considering applicants other than Catholic and siblings, Greek Orthodox students are prioritised over other Christian denominations.
- E. In alignment with the TCE First Nations Position Statement, enrolment applications for First Nations students will receive a priority. Schools should endeavour to hold some places to accommodate Indigenous families who may be late in applying.
- F. Schools should endeavour to hold some places to accommodate Catholic families transferring late into the area. This is particularly applicable to members of the Defence Forces, who often receive late transfers at the end of a school year.

- G. Where all other enrolment criteria are equal, priority consideration should be given to children currently attending a Mary MacKillop Childcare North Queensland (MMCNQ) centre, in recognition of the established partnership between Townsville Catholic Education and Mary MacKillop Childcare North Queensland.
- H. Schools will make further offers of places following their first round of offers as vacancies occur.
- I. Enrolment continues from year to year within the one school. However, schools may presume a student is not returning for the following year if a notice of continuing enrolment is not received by the designated date.
- J. For families of Christian students who are not Catholics and students who are not Christians, discussion should take place concerning the formal Religious Education and Liturgical Program of the school. It should be pointed out to parents/guardians/carers that students will take part as fully as possible in such a program.
- K. If a non-Catholic student is enrolled at a Catholic school, the school should recognise an obligation to respect the religious tradition to which the student belongs.
- L. Should families not receive a place in the school of their choice, families are to be assisted by being directed to other Catholic Schools with possible vacancies.
- M. Catholic schools have a special responsibility toward those who are in any way marginalised. The example of Christ's love for the poor and marginalised, shall be major considerations in deciding which families are offered places in the schools of the Diocese.

PRIORITIES

Prep Enrolment Priorities

1. Catholic siblings of current or past students of the school.
2. Non-Catholic siblings of current or past students of the school.
3. Catholic applicants.
4. All other applicants.

Year 1 to Year 12 Enrolment Priorities

1. Catholic siblings of current or past students of the school.
2. Non-Catholic siblings of current or past students of the school.
3. Catholics are moving from other Catholic schools.
4. Non-Catholic applicants from other Catholic schools.
5. Catholics from non-Catholic schools.
6. All other applicants.

Prep–Year 12 Colleges

As above, noting that students enrolled in Year 6 at the college will have automatic entry to Year 7, provided they submit a notice of continuing enrolment by the designated date.

REFERENCES

If you have questions or require additional information, please contact the TCE Education Consultants.

- [Education \(General Provisions\) Regulations 2017](#)
- [DEC Enrolment in Catholic Schools Policy](#)
- [TCE First Nations Position Statement](#)
- [TCE Early Entry to Prep Guidelines](#)

- [Fact Sheet – Student Transfer Note \(EQ\)](#)
- [Fact Sheet - Exchange and Short Term Cultural Visit Student Enrolment](#)
- [Fact Sheet - Overseas Students on Visas](#)
- [Student Transfer note \(PDF writable form\)](#)
- [TCE Enrolment Forms and Process](#)
- [Recommended Immunisation Schedules](#)
- [CRICOS](#)
- [QLD Education - Student Exchange](#)