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RELATED DOCUMENTS	<p>Australian Education Act (Cth) 2013</p> <p>Education Act (NSW) 1990</p> <p>Disability Discrimination Act (Cth) 1992</p> <p>Disability Standards for Education 2005</p> <p>Guidelines for the Enrolment and Transition of Students with Disabilities and Additional Needs</p> <p>Schools Enrolment Procedure</p>

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1. Purpose

- 1.1. This Policy sets out the principles and prioritisation for enrolment in Catholic schools in the Catholic Diocese of Maitland-Newcastle (CDMN).
- 1.2. Catholic schools in CDMN are also required to comply with all requirements relating to enrolment set out in the Education Act 1990 (NSW), and to the extent of any inconsistency, the Education Act applies.
- 1.3. Catholic schools in CDMN are also required to comply with the Disability Discrimination Act 1992 (Cth) and Disability Standards for Education 2005.

2. Scope

- 2.1. This Policy applies to all staff and parents/carers of students seeking enrolment at a Catholic school in CDMN.

3. Definitions

- 3.1. Terms and definitions in the table below are specific to this Policy and critical to its effectiveness:

TERM	DEFINITION
Catchment area	The geographical area (based on the Parish Boundaries of the Maitland-Newcastle Diocese) in which student enrolments are accepted for a particular Catholic school. The School Catchment Area document will be available on the CDMN Catholic Schools website .
Catholic families	Families in which the child/children are baptised and the enrolling parent/s or carer/s are supportive of a Catholic education for their child.
Catholic school	Is one which operates with the consent of the diocesan Bishop and is one where formation and education are based on the principles of Catholic doctrine. It includes primary, secondary and K-12 schools.
Disability	Has the meaning as described under the New South Wales <i>Anti-Discrimination Act 1977</i> , <i>Commonwealth Disability Discrimination Act 1992</i> and the <i>Disability Standards for Education (2005)</i> .
Enrolment Appeals Committee	A committee convened to make recommendations about enrolment decisions where a relevant party has commenced an appeal, along with any other escalated and complex enrolment applications as

TERM	DEFINITION
	required. Contributors may include the School Principal from the child’s local catchment area, the School Principal from the school where the enrolment is sought and/or a Parish Priest and/or subject matter expert.
Parish	Is the local parish as defined by its geographical boundaries.
Pathway Schools	Geographical linked schools that operate as an Early Education to Year 12 Pathway to provide students with an enriched, integrated educational and faith development experience. Details of pathway schools will be available on the CDMN Catholic Schools website .

4. Responsibilities

ROLE	RESPONSIBILITIES
Parish Priest	Provide specialist advice to the Catholic school or Enrolment Commitment to assist with enrolment prioritisation.
Head of Catholic Schools	Lead the commitment to Policy principles.
Assistant Head Transitions and Projects	Develop Diocesan wide procedures and process to support the implementation of this Policy, and ensure appropriate resources are available to schools.
Principals	<p>Lead and oversee school staff compliance with this policy. Including ensuring all school staff are aware of the policy and their requirements.</p> <p>Seek support form the Catholic Schools Office (particularly Assistant Head Transitions and Projects) and Assistant Head Primary or Secondary where required for effective implementation.</p> <p>Seek support from Student Learning and Wellbeing Team for students with disability.</p>
Teachers and school staff	Implement this Policy when making decisions about enrolment.

5. Policy Principles

5.1. Guiding Principles

5.1.1. The following guiding principles apply to this Policy.

5.1.2. Catholic schools in CDMN are:

- a) **for all:** 'Because we are Catholic – in the love and teaching of Christ we reach out to all. All families and their children, Catholic or non-Catholic, are encouraged to apply for enrolment at a CDMN school.'
- b) **distinctly Catholic:** 'The Catholic school is the principle educational arm of Catholic families, parishes and the wider church.'¹ 'The duty and right of educating belongs in a special way to the Church ... assisting persons so that they are able to reach the fullness of the Christian life.'²
- c) **committed to providing high-quality education:** students, parents/carers and staff are education in our Catholic story, traditions, believes with students' experiencing a culture of high expectations, deep learning and a sense of belonging for all.
- d) **commitment to respectful partnerships:** students, parents/carers and staff agree to respect and support the Catholic identity of the school, in honouring the commitment to the holistic development of each child.
- e) **providing a pathways of schools from P-12:** families will be offered a pathway for their children from CDMN St Nicholas Early Education to Year 12.
- f) **committed to collaboration:** active engagement with parents/carers, parishes, diocesan agencies and the people they serve, will ensure continued growth and sustainability of enrolments across CDMN.
- g) **responsible for inclusion and safeguarding of all:** we welcome all students, including those with a genuine inability to pay fees, those who are marginalised and/or those with diverse needs, prioritising safety, welfare and wellbeing, to maximise positive student outcomes.
- h) **committed to diverse learning needs:** our student population broadly reflects the diversity of life and culture across the Diocese, with enrolment of Aboriginal and Torres Strait Islander students, students with disability, students who speak English as an Additional Language or Dialect and students with exceptional ability, and our schools actively engage in promoting an appreciation of this learning diversity.

¹ Catholic Schools at a Crossroads: Pastoral Letter of the Bishops of NSW and the ACT, 2007.

² Code of Canon Law. 794 §1.

5.2. Commitment to a Catholic Education

5.2.1. Families who wish to enrol their child in a CDMN Catholic school must demonstrate a commitment to Catholic Education.

5.2.2. A commitment to Catholic education when considering priority of enrolment for secondary education generally means enrolment at a CDMN primary school from kindergarten, however the following situations will also be considered:

- a) Enrolment at a CDMN primary school from the commencement of Year 4 for priority enrolment for secondary schools;
- b) Enrolment at a Catholic school in another Diocese from Kindergarten or at least the commencement of Year 4 priority enrolment for secondary schools;
- c) Any other relevant factors that demonstrate a commitment to Catholic education;
- d) Extenuating circumstances such as significant distance from feeder primary schools (ie. rural and regional areas), moving residential locations or schools, particularly from outside the diocese.

5.3. Catchment areas and pathway schools

5.3.1. Catchment areas and pathway schools will be designated by the CDMN Catholic Schools Office and are subject to change.

5.3.2. Whilst every effort will be made to accommodate students at their catchment or Pathway school, this cannot always be guaranteed. Acceptance into a school in your Catchment area or Pathway school is subject to the enrolment process and prioritisation.

5.3.3. Changes may be required due to new schools, demand, capacity, changing demographics or other priorities of CDMN.

5.3.4. Catchment areas for secondary schools will reflect the collective primary schools' Catchment areas.

5.4. Enrolment Prioritisation – Primary Schools

5.4.1. Enrolments for CDMN Primary Schools will be prioritised in the following order:

1. Siblings of students currently enrolled in the Catholic primary school to which the application is being made.
2. Catholic families living within the school's Catchment area (in priority order):
 - a. Catholic families that have strong demonstrable links to the local Catholic Parish.
 - b. Catholic families who participate irregularly in the life and worship of the Parish.
 - c. Catholic families who do not participate in Parish life but whose children attend an CDMN St Nicholas Early Education Centre.
 - d. Catholic families living within the school's catchment area that do not participate in Parish life.
3. Families whose children attend a CDMN St Nicholas Early Education Centre and live within the school's Catchment area.

4. Families of other Christian denominations living within the school's Catchment area and committed to supporting all aspects of Catholic education.
5. Other families living within the school's Catchment area and committed to supporting all aspects of Catholic education.

5.5. Enrolment Prioritisation – Secondary Schools

5.5.1. Enrolments for CDMN Secondary Schools will be prioritised in the following order:

1. Students currently enrolled in a CDMN Catholic primary school who have shown a commitment to Catholic education and are enrolling into their Pathway Catholic Secondary school.
2. Siblings of students currently enrolled in the Catholic secondary school to which the application is being made.
3. Catholic families from non-pathway schools living within the school's Catchment area.
4. Families of other Christian denominations living within the school's Catchment area and committed to supporting all aspects of Catholic education.
5. Other families living within the school's Catchment area and committed to supporting all aspects of Catholic education.

5.5.2. In situations where there are more pathway school applications than available places in the above priority number, in assessing the order of priority for students within this category, the Principal will consider a range of factors to determine the enrolment priority and will submit this criteria to the Head of Catholic Schools for approval. These factors must balance the educational needs of the students with the needs of the school and the other CDMN Catholic schools, and may include: a commitment to Catholic education, Catholicity, proximity of the child's home to school, ease of home to school, interview process and involvement in school activities at the feeder school.

5.5.3. In situations where there are more applications than places available within the above priority number 2, the following order of priority will apply:

1. Children of Catholic families (using the priority order in 5.5.4).
2. Children of non-Catholic families.

5.5.4. In situations where there are more applications than places available within the above priority number 3 for Secondary Schools and priority number 2 for Primary Schools, Catholic families (and its sub-categories) will be used to rank these applications. The sub-categories will be assessed first on need in accordance with guiding principal g)

“responsible for the inclusion and safeguarding of all”:

1. Catholic families that have strong demonstrable links to the local Catholic Parish.
2. Catholic families who participate irregularly in the life and worship of the Parish.
3. Catholic families who do not participate in Parish life.

5.6. Out of catchment area enrolment requests

- 5.6.1. Out of catchment area enrolment requests will be considered by the Principal of the CDMN Catholic school at which enrolment is sought, who will consult with the Principal of any CDMN Catholic school in the relevant Catchment area for the family.
- 5.6.2. Requests to enrol in a CDMN Catholic school that are outside the designated Catchment area are not guaranteed.
- 5.6.3. Out of Catchment area enrolment requests must be supported by compelling/extenuating reasons as to why the request should be considered.
- 5.6.4. The Enrolment Appeals Committee can review decisions made by the Principal on application by the family following the relevant procedure.
- 5.6.5. Any recommendation made by the Enrolment Appeals Committee is final and the procedures of the Enrolment Committee will apply.

5.7. Form of Application

- 5.7.1. Families must apply to a CDMN Catholic School using the nominated enrolment form or process including providing all required information and supporting documentation.

6. Notations

- 6.1. If there is any inconsistency between a Policy Document in existence before the commencement of this Policy, and a Policy Document developed after the commencement of this Policy, the later applies to the extent of the inconsistency.

7. Document Review

- 7.1. This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 3 years to ensure it continues to be current and effective.

REVISION NO.	PREPARED/REVISED BY AND DATE	AMENDED SECTION(S)	AMENDMENT DESCRIPTION	APPROVED BY AND DATE
1.	Senior Policy Advisor, September 2023	New Document	N/A	Bishop, 2 November 2023
2.	Senior Policy Advisor, December 2023	Minor amendments following Diocesan-wide exhibition period.		COO, 14 December 2023