



Enrolment Policy and Procedures 2015



Our Lady Queen of Peace Greystanes



Our Lady Queen of Peace, Greystanes

Enrolment Policy

The Catholic Church believes that the task of imparting education belongs primarily to the family and the role of the school is to re-affirm and support that “task” within the context of a comprehensive educational experience.

At Our Lady Queen of Peace we believe that:

- Our school bases its educational beliefs on Gospel Values and the teaching of Jesus Christ.
- A strong sense of Catholic community exists between the Parish and the school.
- The school’s approach to the educational process emphasises the need for partnership between home and school.
- The enrolment process should be fair and consistent with Diocesan guidelines.
- The school has a particular responsibility to accept and support those who are poor, marginalised and in most need.

Enrolment Procedures

The enrolment period is usually between the beginning of March and end of May each year. An Open Day for parents to visit the school is held before the end of First Term. Parents are encouraged to make inquiries either by phone, email or in person. A copy of the enrolment form is available from the school office or the school’s website. There is a \$30 enrolment fee which is non-refundable and includes \$5 Administration fee and \$25 that will be deducted from your child’s first term enrolment fees.

Enrolment applications are considered in line with the Diocesan Enrolment Guidelines that are available from Catholic Education Diocese of Parramatta website <http://www.parra.catholic.edu.au/policy-central>

An enrolment committee including the Parish Priest and Principal short-list the applications. Parents are then notified and asked to attend an interview with their child in June. An original birth certificate, baptismal certificate and immunization certificate are to be sighted/verified at the interview.

Further considerations for enrolment:

- a) For Australian citizens or permanent residents who were not born in Australia, documentary evidence of this status is to be sighted (ie naturalization certificate or visa).

- b) The application form is designed to ascertain whether parents are separated and, if so, whether any court orders affecting the child have been made. A copy of any such order is to be kept for school records.
- c) The application form asks whether a student is an Australian citizen, a permanent resident, or a foreign national. Application forms explain the appropriate documentation required by the school to verify the status indicated.
- d) If a student is not an Australian citizen, the Principal or assigned delegate sights original passports and visas of student and parents, together with any other documentation relevant to the student's education in Australia. The school retains copies of all relevant documents.
- e) If the student holds a student visa, he/she may be accepted for enrolment as a Full Fee Paying Overseas Student (FFPOS)
- f) The ***Disability Discrimination Act 1992*** makes it unlawful for an educational authority to discriminate against someone because that person has a disability. The objects of the Act are:
 - eliminate, as far as possible, discrimination against persons on the grounds of disability.
 - ensure, as far as practicable, that persons with disabilities have the same rights to equality before the law as the rest of the community.
 - promote recognition and acceptance within the community of the principle that persons with disabilities have the same fundamental rights as the rest of the community.
- g) Any **information collected regarding students and their family** is done so for the purpose of providing educational services to students and managing the systems required to do this (Privacy Act).
- h) **Student visas** are subject to conditions intended to govern the stay in Australia of students and their families. These conditions include requirements that ensure the person who holds a Student visa:
 - maintains enrolment in the course for which the visa was granted
 - attends classes
 - continues to meet course requirements
 - achieves a satisfactory academic result.
- i) Enrolment 'principles' and 'procedures' for overseas students, as outlined in diocesan policy are implemented.
- j) It is a legislative requirement of the Board of Studies to notify DET of students below the age of 15 years who leave school with destination unknown. The Principal will formally write to the Home School Liaison Officer of the nearest DET School Education Area Office. Details to be provided are the student's name, parent/guardian name, last day of attendance, last known address and phone contacts and any other details deemed appropriate. Copies of this correspondence are to be placed on the student's file.
- k) If student holds another category of visa (temporary resident, visitor, bridging) reference should be made to table 4.15 in Principal's Handbook for conditions of enrolment.
- l) The school follows the guidelines set by the Diocesan Enrolment Policy which can be obtained from Catholic Education Office Parramatta, the school or the school's website. This policy includes the enrolment 'principles' and 'procedures' for overseas students.

Final decisions are made by the end of July and families are notified by letter. Parents are asked to acknowledge the acceptance of the enrolment position by returning the slip attached to the letter with the enrolment fee of \$90 which is refundable. This fee will form part of the student's resource fee and will be deducted from the first term school fees.