

St Catherine of Siena Enrolment Procedure



St Catherine of Siena Catholic Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

The Melbourne Archdiocese Catholic Schools (MACS) Enrolment Procedures for Schools contains specific policy direction and procedures for the enrolling of students into MACS primary and secondary schools.

Purpose

This document outlines MACS Board-approved procedures relating to the enrolment of students in primary and secondary schools.

The procedures reflect the mandatory requirements for MACS schools under the minimum standards for school registration pursuant to the *Education and Training Reform Act 2006* (Vic.) and *Education and Training Reform Regulations 2017* (Vic.). These requirements are set out within the Victorian Registration and Qualifications Authority (VRQA) *Guidelines to the Minimum Standards and Requirements for School Registration*.

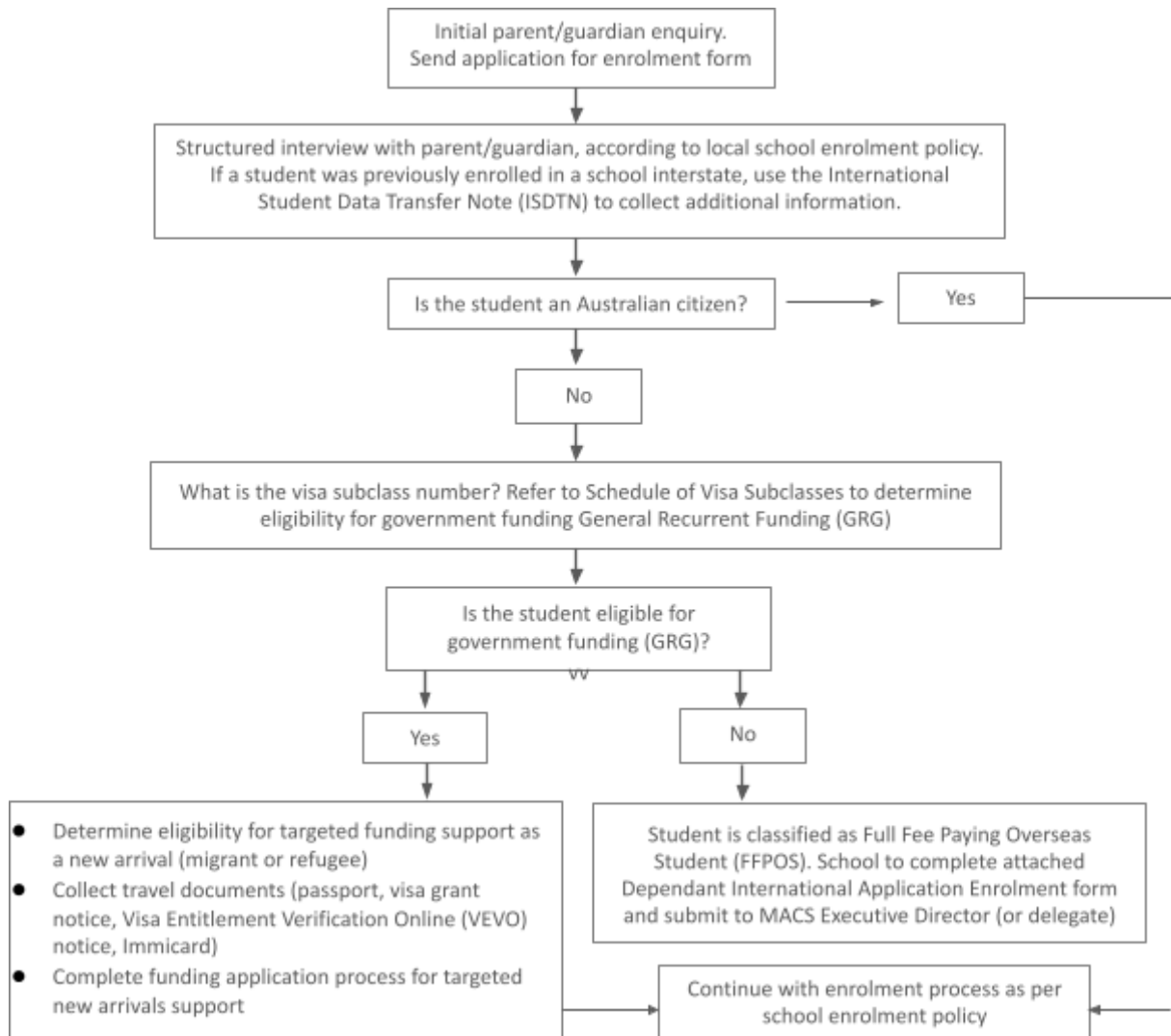
Parents seeking to enrol their child in a MACS school should review the enrolment policies and procedures to understand the enrolment procedure and their obligations if the application to enrol their child is successful. A reference to 'parent' in this document includes a reference to a parent, guardian or carer (as applicable).

Scope

These procedures apply to all primary and secondary schools that are owned, operated and governed by MACS.

Mandated Enrolment Procedure

To ensure consistency and transparency, we are required to follow the enrolment procedure presented in the following flow chart.



Enrolling children under the minimum school entry age and pre-Prep programs

Exemption for enrolment under minimum school entry age

Under the *Education and Training Reform Act 2006*, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. Victorian children are eligible to commence school if they are **5 years of age on 30 April** in the year they start school. If a parent/guardian is seeking to enrol their child in a school at a younger age, a minimum age exemption is required. Exemptions are the exception rather than the norm and will only be granted when commencement of formal education is deemed to be in the child's best interests. Enrolment can only proceed with written approval by the MACS Executive Director (or the delegate of the MACS Executive Director) subject to the following Minimum Age Exemption Application Criteria:

Minimum Age Exemption Application Criteria

1. Suitable academic ability as evidenced by cognitive assessment documenting a ≥ 130 Full Scale IQ (2 standard deviations or more above the mean).
2. Evidence of enrolment in formal schooling and attendance for more than one term at an interstate or overseas school (not pre-school), and transfer documentation including evidence of appropriate academic achievement.
3. The student will be aged at least 4 years 6 months on or before 30 April in the year they commence school as evidenced by a birth certificate or passport (in addition to meeting criteria 1 or 2).
4. Evidence from childcare, kindergarten, allied health or other relevant professionals that support early age entry and the detrimental impacts to the longer term interests of the child were they not to attend school.

Minimum age exemption application process

1. The parent/guardian should contact the Principal to seek advice about the minimum age exemption procedure. Note additional support (e.g. an interpreter) can be provided upon request.
2. The Principal will determine if there is sufficient evidence to meet the aforementioned Minimum Age Exemption Application Criteria.
3. The Principal will submit an application to the MACS Regional General Manager for approval by the MACS Executive Director or a delegate. The application should include:
 - minimum Age Exemption Application form
 - supporting letter from the parent/guardian/carer(s) requesting an exemption for enrolment under minimum school entry age
 - supporting documentation from appropriate health or educational professionals detailing cognitive assessment results (IQ at or above 130) and substantive reasons for early school entry
 - if relevant, evidence of enrolment in formal schooling and attendance for more than one term at an interstate or overseas school (not pre-school), and transfer documentation including evidence of appropriate academic achievement (e.g. school report).

Pre-Foundation programs

These Procedures do not support the promotion of pre-Prep/Foundation programs which provide two years of schooling at the Foundation level. Indeed, repetition of a school year at any level has not been proven to create the opportune conditions for future learning development, is often detrimental to future progress and not recommended. A child's perceived lack of 'readiness' for school in the Foundation year may be caused by developmental needs, which would be better identified and addressed through flexible arrangements that cater for the needs of every child from the point of school entry, i.e. the Foundation year.

Enrolment of students with additional learning needs

We welcome parents who wish to enrol a child with additional learning needs and explore available options to fully understand and accommodate the child's needs. The procedure for enrolling students with additional learning needs should be the same as that for enrolling any student. There is collaboration between primary and secondary MACS schools to ensure coordination and consistency of policy and procedures. We are required to comply with the relevant Australian and Victorian government legislation when considering the enrolment of a child with additional learning needs.

Enrolment of students from interstate

When enrolling students whose previous school was interstate, we use the protocols of the Interstate Student Data Transfer Note (ISDTN). This is a mandatory requirement of the Australian Government. It is the responsibility of the enrolling school to initiate and manage this procedure, and be sensitive to parent/student consent requirements for the provision of information. All relevant documents and information are available at the Education Council's website www.educationcouncil.edu.au/EC-Reports-and-Publications/EC-ISDTN/EC-ISDTN--

Dependent Full-Fee Paying Overseas Students

Parents who are studying, or planning to study, in Victoria and wish to enrol their child as a full-fee paying overseas student (FFPOS) are to refer to the Dependent Full-Fee Paying Overseas Students (FFPOS) Application which explains the application procedure and requirements and the relevant visa classes that apply.