



Policy Statement

This policy, and accompanying procedures, set out the principles and requirements for schools in managing the enrolment process consistent with the requirements of the Victorian Registration and Qualifications Authority (VRQA).

Schools are required to have their own clearly defined contextualised Enrolment Policy and Procedures which outline who is eligible for enrolment as a domestic student as well as the local processes to be followed.

Context

This policy supports schools to achieve compliance with state and federal laws, the requirements of the Victorian Catholic Education Authority (VCEA) and the requirements under the *Education and Training Reform Act 2006* (Vic).

Schools strive to be authentically Catholic and faithful to the mission of the Catholic Church and therefore have a particular responsibility to provide access to education for children baptised in the Catholic faith. Schools must apply the enrolment selection criteria outlined in the DOBCEL Enrolment Procedures.

The following principles underpin this policy.

- Schools are established to further the mission of the Church.
- DOBCEL encourages and supports schools to extend assistance to children who are of low socioeconomic status or considered at risk.
- DOBCEL considers it important to acknowledge that Catholic schools were established first for the education of children of Catholic families. The priority remains to encourage and support Catholic families to attend Catholic schools.
- DOBCEL and its schools are open to the enrolment of children of other Christian traditions and faiths.
- Children from other religious traditions or of no religion should also be provided with an opportunity to enrol in Catholic schools, should they choose to apply, who accept the values of Catholic education and provided that there are sufficient capacity and resources available within the school to accommodate their request.
- Enrolment means that all parents enter a partnership with the school to promote and support their child's education, particularly their education in faith. It is the responsibility of parents to support the school in furthering the spiritual and academic life of their child.

Scope

This policy applies to all schools governed by DOBCEL.

Enrolment Principles

Eligibility Criteria

To be eligible for enrolment at any school, the prospective student must be:

- an Australian citizen
- entitled to stay in Australia, or enter and stay in Australia without limitation
- deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

Enrolment priorities

Schools must follow the order of enrolment priority outlined below. In Catholic schools, the priority is the provision of a Catholic education for Catholic children from the parish/s served by the school. While Catholic schools in the Diocese of Ballarat are open to families of all faiths and of other religious backgrounds, they must prioritise the enrolment of Catholic and Orthodox children ahead of other Christian denominations, denominations other than Christian or children of no religious affiliation.

Primary Schools

The order of priority for primary schools is:

1. siblings of children already enrolled in the school
2. Catholic children for whom this is the closest Catholic Primary school to the child's predominant residential address
3. Catholic children for whom this is not the closest Catholic Primary school to the child's predominant residential address (for pastoral reasons, following referral of parents to the closest school and discussions between colleague Principals)
4. other children who are seeking a Catholic education with priority given to those for whom this is the closest Catholic Primary School to the child's predominant residential address.

Secondary Colleges

The order of priority for secondary colleges is:

1. siblings of children already enrolled in the school
2. Catholic children (as evidenced by reception of sacraments) who have attended a Catholic primary school and for whom this is the closest diocesan Catholic co-educational Secondary school to the child's predominant residential address
3. Catholic children (as evidenced by reception of sacraments) who have not attended a Catholic primary school and for whom this is the closest diocesan Catholic co-educational Secondary school to the child's predominant residential address
4. other children who have attended a Catholic primary school, for whom this is closest diocesan Catholic co-educational Secondary school to the child's predominant residential address
5. children of alumni
6. other children who are seeking a Catholic secondary education who have not attended a Catholic primary school and for whom this is closest diocesan Catholic co-educational Secondary school to the child's predominant residential address.

Overseas Students

When considering the enrolment of students on a visa, each school Principal is required to comply with DOBCEL procedures and legislative requirements. Each school will determine a student's eligibility for government funding and where not eligible, consider the Dependant Full-Fee Paying Overseas Student (FFPOS) application process.

Information to be Collected

At enrolment, schools are required to collect information about parents and their child. Parents are required to provide information about their child during the enrolment process to allow DOBCEL and the school to meet the duty of care obligations and to satisfy government requirements.

Schools are required to confirm that an eligible student agrees to identify as Aboriginal and/or Torres Strait Islander for the annual census.

DOBCEL's Commitment to Inclusivity

Each DOBCEL school welcomes students and other members of the school community – including parents and staff - with a varying range of academic, behavioural, cultural, lifestyle, religious and individual characteristics. Each school is an inclusive community, committed to complying with its legal obligations regarding inclusivity and supports the National Disability Standards for Education. Although each school must be committed to undertaking reasonable adjustments for access requirements of an individual student, the practicalities of such will always be limited by the school's available resources.

Legislative Context

Child Wellbeing and Safety Act 2005 (Cth)

Commission for Children and Young People Act 2012 (Vic)

Disability Discrimination Act (DDA) 1992

Disability Standards for Education 2005

Education and Training Reform Act 2006 (Vic)

Education and Training Reform Regulations 2017 (Vic.)

Education Services for Overseas Student Act 2000 (Cth)

Equal Opportunity Act 2010 (Vic.)

Family Law Act 1975 (Cth)

Public Health and Wellbeing Act 2008 (Vic)

Public Health and Wellbeing Regulations 2019 (Vic)

Privacy and Data Protection Act 2014 (Vic)

Privacy Amendment (Notifiable Data Breaches) Act 2017

Children Youth and Families Act 2005 (Vic)

Health Records Act 2001 (Vic)

[Ministerial Order 1359: Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises](#)

Australian Government - Interstate Data Transfer Note for non- government schools Legislation and standards <https://www.education.gov.au/collections/interstate-student-data-transfer-note-and-protocol-non-government-schools>

Definitions

TERM	DEFINITION
Catholic child	For enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Baptism, have fully participated in a sacramental program or there is evidence of an intention to complete their sacramental journey. For the purpose of this document, the definition of a Catholic includes those of the Eastern and Western Catholic Churches. In Australia, these Catholic Churches include, but are not limited to, those of the Latin (or Roman) rite, as well as Chaldeans, Maronites, Melkites, Syro-Malabar, and Ukrainians of Byzantine rite.
Catholic school	A Catholic school operated by DOBCEL is one operating with the consent of the Bishop of Ballarat, where formation and education are based on the principles of Catholic doctrine.
Closest DOBCEL school	As measured by the student conveyance method - Student Conveyance Allowance System (SCAS) https://www2.education.vic.gov.au/pal/conveyance-allowance/guidance/processing-applications-using-scas In shared care arrangements: • where one parent has more than 50% shared care that parent's residential address would determine the priority of enrolment. • in the case of equal (50/50) shared care the closest residential address would determine the priority of enrolment
Domestic student	Any student who is not classified as an international student.
Enrolment Agreement and Enrolment Form	The Enrolment Agreement and Enrolment Form are agreements which parents/guardians/carers enter with DOBCEL for enrolment at a particular school. The Enrolment Agreement stipulates the terms and conditions of enrolment and the way in which the school seeks to work in collaboration with families. Schools must have an Enrolment Agreement with parents/guardians/carers which is publicly available and easily accessible to current and prospective parents/guardians/carers. The Enrolment Form details the information that must be collected by the Principal of each school, to enable DOBCEL to satisfy its duty of care obligations and ensure it has the relevant information about each student to determine any need for adjustments.
Individual Requirements	Individual requirements include allergies, health conditions, physical or intellectual disabilities, behavioural or learning considerations learning support requirements as well as medical, psychological, health or dietary needs.

Parent	A reference to 'parent' in this document includes a reference to a parent, guardian, or carer (as applicable).
Parish	Parish refers to the local parish as defined by its geographical boundaries and student location is based on home address.
RI/MPJP College	Religious Institutes (RI) and Ministerial Public Juridic Persons (MPJP) – Catholic schools operated by a governing entity other than DOBCEL.
Schools	Unless otherwise indicated 'schools' in this policy and these procedures refers to both primary and secondary schools within the Diocese of Ballarat.

DOBCEL Principles of Governance

All DOBCEL policies are founded on and reflect the Principles of Governance stated in the Document: [DOBCEL Principles of Governance](#)

Responsible Directorate member	Deputy Director: Catholic Education
Document Owner	Deputy Director: Catholic Education
Assigned Board Committee	Family and Community Engagement
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Procedures

The following procedures contain specific directions applicable to the enrolment of domestic students in primary and secondary schools.

The procedures reflect the mandatory requirements for enrolment in 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 school should review the school's Enrolment Policy and Procedures to understand their obligations should their enrolment application be successful.

To ensure consistency and transparency, all schools are required to follow this mandated enrolment procedure.

1. The parent makes an enquiry with the administration team at the school
2. The parent submits an Application for Enrolment Form as per the school's enrolment procedures
3. A structured interview occurs with parent, according to the school's enrolment policy
If a student was previously enrolled in a school in a state other than Victoria, the Interstate Student Data Transfer Note (ISDTN) is to be used to collect additional information.
4. If the student is an Australian citizen, continue with school enrolment process, taking into consideration the school enrolment policies and procedures, privacy policies, and other relevant policies and procedures.
 - a. The student's enrolment application is to be reviewed with reference to minimum and maximum school entry age requirements
 - b. As part of the process, the Principal or delegate provides an Enrolment Agreement (contained within the Offer of Enrolment Form), Parent & Carer Code of Conduct, and Student Code of Conduct (for Secondary colleges) for the parent and student to review and sign if the student is offered a place. Acceptance and signing of these documents are conditions of enrolment.
5. If the student is not an Australian citizen, the school must obtain the visa number of both the student and the parent and refer to the Schedule of Visa Sub-Classes to determine eligibility for government funding – General Recurrent Funding (GRG).
 - a. If the student is eligible for government funding, the Principal or delegate must ensure compliance with the Education Services for Overseas Student Act 2000 (ESOS Act).
 - i. Independent international students need to have their eligibility for targeted funding support as a new arrival (migrant or refugee) determined
 - ii. Certified copies of travel documents (passport, visa grant notice, Visa Entitlement Verification Online (VEVO) notice, ImmiCard) must be sighted
 - iii. The funding application process for targeted new arrivals support must be completed.
 - b. The Principal or delegate then continues with the school enrolment process.
 - c. If the student is not eligible for government support, the student is classified as Full-Fee Paying Overseas Student (FFPOS) and is fee-liable. In this instance, the Principal will work with their Educational Consultant. Further supports are available on the CEVN International Students page (login required): [https://cevn.cecv.catholic.edu.au/Melb/Student-Support/Cultural-Diversity/International-Students#education-services-for-overseas-students-\(esos\)](https://cevn.cecv.catholic.edu.au/Melb/Student-Support/Cultural-Diversity/International-Students#education-services-for-overseas-students-(esos))

Each Principal has discretion whether to place a prospective student on the school's waiting list, offer an interview, or offer a place of enrolment. In exercising discretion, the Principal must consider a range of criteria, including but not limited to the following:

- the child's eligibility for a priority offer of enrolment as determined by the Enrolment Policy
- the date a fully completed Application for Enrolment Form is received (noting incomplete applications will not be processed)
- information disclosed in the Application for Enrolment Form
- the child's pre-enrolment interview and pre-enrolment assessments (if applicable)
- the child's academic record and behavioural history
- an assessment as to whether the values and beliefs of the child's family clearly align with the vision, mission, Catholic faith and values of the school
- a determination if the child is a Catholic student seeking to transfer from another Catholic school
- the starting year level of the child and whether this aligns with a main year level entry point at the school
- the school's capacity, as an inclusive school, to make reasonable adjustments to support and foster a prospective student's additional individual requirements
- the merits of the application, prospective student's suitability for enrolment at the school, as well as individual circumstances and practical implications including:
 - the number of students currently enrolled at the school
 - the family circumstances of the prospective student (including the willingness of the student and their parent to comply with the school's policies and procedures)
 - interests and participation in extra-curricular activities (including religious activities) of the prospective student
 - school-readiness and specifically for entry to Prep/Foundation, being at least 5 years of age on or before 30 April of enrolment year
 - willingness of each family to endorse the school's vision, mission, Catholic education, and values
 - any other considerations set out in this policy.
- the impact of enrolling students on the educational and financial operations of the school including facility requirements
- the discretion of the Principal to reserve a number of places for scholarship and bursary recipients.

Enrolling Children Under the Minimum School Entry Age and Pre-Prep / Foundation Programs Procedures

Exemption for Enrolment Under Minimum School Entry Age

Under the *Education and Training Reform Act 2006 (Vic.)*, 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 is seeking to enrol their child at a younger age, a minimum age exemption is required. Exemptions are the exception rather than the norm and will be granted only when commencement of formal education is deemed to be in the child's best interests. Enrolment can proceed only with written approval by the 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 an 'at or above 130' Full Scale IQ, (two 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. Age of at least 4 years 6 months on or before 30 April in the year the student commences school as evidenced by a birth certificate or passport (in addition to meeting criterion 1 or 2)
4. Evidence from childcare, kindergarten, allied health, or other relevant professionals to support early-age entry and of detrimental impact to the longer-term interests of the child should they not attend school.

Minimum Age Exemption Application Process

1. The parent contacts the Principal to seek advice about the minimum age exemption procedure.
2. The Principal will determine if there is sufficient evidence to meet the minimum age exemption application criteria.
3. The Principal will apply to the Executive Director (or their delegate) for approval. The application should include:
 - a Minimum Age Exemption Application Form
 - a supporting letter from the parent (s) requesting an exemption for enrolment under minimum school entry age
 - supporting documentation from appropriate health or educational professionals detailing cognitive assessment results 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).

If the criteria are met, parent (s) are required to complete the Minimum Age Exemption Application Form which is submitted to the Executive Director via the Principal.

Enrolment Procedures for Secondary Schools

Each DOBCEL secondary college will build a relationship with primary schools, both Catholic and government, to ensure that prospective parents are fully aware of the opportunities that exist at that school.

Where two or more catholic secondary colleges operate within the community, parents are afforded a greater degree of choice, but it is essential that the school build collaboration with other Catholic secondary providers to develop a process for managing applications made to more than one secondary school. Collaboration between RI/MPJP and DOBCEL schools is encouraged in the interest of all schools, students, and families and the promotion of Catholic education.

Enrolment of Students with Consideration of the Maximum Age Exception and Exemption

Generally, a person who is aged over 18 years would not be a new enrolment at, nor be permitted to attend, a DOBCEL school, or participate in any program or course conducted unless they:

- first complete and submit a Maximum Age Exemption Form
- have been granted an exemption by the Executive Director
- fall within an exception to the maximum age requirements.

Maximum Age Exception Criteria

The school Principal may enrol a new student (without completion of the Maximum Age Exemption Form), where either of the following exception criteria are met:

- the student will turn 18 during the year of enrolment in an accredited senior secondary course, such as the Victorian Certificate of Education (VCE), Victorian Certificate of Education Vocational Major (VCE VM), the Victorian Certificate of Applied Learning (VCAL) (according to the VCAA's 2023 teach out arrangements), the International Baccalaureate (IB), Vocational Education and Training (VET) or an accredited foundation secondary course, for example, Victorian Pathways Certificate (VPC)
- the student will turn 19 during the year of enrolment and for the sole purpose of completing an accredited senior secondary course in that year, accredited foundation secondary course in that year, or the student is expected to complete their course in the year of enrolment based on the current course plan and assessment information.

Maximum Age Exemptions

An exemption must be sought where the student does not meet the exception criteria outlined above. There are three categories for maximum age exemption: Special Circumstances, English Language, and Other Exemption as approved by the Executive Director. Each category has specific requirements which must be met if a person is to be eligible for an exemption.

Applying for a Maximum Age Exemption

After determining the appropriate maximum age exemption category, the Maximum Age Exemption form must be completed and submitted to the Secondary Education Consultant.

1. Section 1 must be completed by the person seeking the exemption, or their parent/guardian/carer
2. Section 2 must be completed by the Principal of the college the person wishes to attend. Together with all supporting documents, this form should be forwarded to the Secondary Education Consultant
3. Section 3 must be completed and signed by the Executive Director.

The person, or their parent, should inform the college if they require assistance to support them to understand the exemption process. Note: if a person is eligible for an exemption in more than one category, they must submit a separate application form for each exemption.

If the criteria are met, parent(s) are required to complete the Maximum Age Exemption Application Form and submit it to Executive Director via the Principal.

Enrolment Procedures for All Schools

Enrolment of students with additional learning requirements

DOBCEL schools welcome parents who wish to enrol a child with additional learning requirements and will explore available options to identify and meet these. The procedure for enrolling students with additional learning needs is the same as that for enrolling any student. DOBCEL primary and secondary schools collaborate to ensure coordination and consistency of policy and procedures. When considering the enrolment of a child with additional learning requirements, DOBCEL is required to comply with the relevant Australian and Victorian government legislation.

To assist in understanding any additional learning requirements, the school will meet with the family during the application process. Schools are required to follow the DOBCEL Enrolment Planning Tool.

Enrolment of students from an interstate school

When enrolling students whose previous school was outside Victoria, schools must 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 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 on the Australian Government's Department of Education website.

Enrolment of full fee-paying overseas students (FFPOS)

Full fee-paying overseas students who wish to enrol at DOBCEL schools are to refer to the Dependant Full-Fee Paying Overseas Students (FFPOS) Application Procedure which explains the application procedure, requirements and the relevant visa classes and fees that apply.

DOBCEL schools must ensure parents provide up to date evidence of their visa status from the Department of Home Affairs, including any changes to visa or citizenship status as soon as they are notified.

If the criteria are met, parents and the Principal are required to complete the Dependant Full-Fee Paying Overseas Students (FFPOS) Application Form and submit to Executive Director for assessment and approval at ffpos@DOBCEL.vic.edu.au.

Detailed enrolment procedures for primary and secondary schools, are found at each school's website or can be obtained from the school office.

Register of Enrolments

All schools must keep in electronic form a register of the enrolment of all students who have been enrolled at that school. The register must include the following information:

- name, age, date of birth and residential address of student
- parent names and contact details
- date of enrolment
- the Victorian Student Number allocated to the student
- medical information for emergency purposes
- emergency contact details
- sacramental information
- if applicable: Home care arrangements, court orders, transfer records
- date of leaving the school and, where appropriate, details concerning student's departure
- for students older than six years, details of previous schools or pre-enrolment situation.

The register is retained for a period (in accordance with the DOBCEL's Record Retention Policy) after the student leaves the school, and copies of information in the register are stored off-site at regular intervals.

Termination of Enrolment

In certain limited circumstances a termination of enrolment may occur. An example is where the relationship between a school and a family has irretrievably broken down due to significant and/or repeated breaches of the school's Parent Code of Conduct, the school's Enrolment Agreement, and relevant school policies. Parents are, as a condition of enrolment, expected to read, sign, and comply with the Code of Conduct, the school's Enrolment Agreement, and relevant school policies.

Parents who breach the Code of Conduct, Enrolment Agreement, and/or school policies will be contacted by the Principal. Appropriate action, which may include limiting or reducing access to the school grounds, attending school functions or school-based activities or, setting mandatory parameters concerning methods and timing of communication, or imposing an Immediate or [Ongoing School Community Safety Order](#) is at the discretion of the Principal and other authorised persons.

A termination of enrolment based on parental/guardian/carer conduct must be approved by the Executive Director, and such approval is provided only in the following circumstances:

- a breach of the Code of Conduct on the part of a parent has previously occurred
- the parent/guardian/carer has, because of that previous breach, been warned that any subsequent breach of the Code of Conduct by them (or the family) may result in a termination of enrolment
- a further breach of the Code of Conduct occurs, either by the parent, or by another family member in circumstances.

A termination of enrolment may also occur where, on a single occasion, a parent has engaged in conduct which constitutes a serious breach of the Parent Code of Conduct (involving for example, conduct which poses a serious risk to staff or student health and safety.) In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

A decision to withdraw or terminate the enrolment of a student may be made by the Executive Director, upon consideration of the following:

- the view of the Principal of the school
- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether the parent has been given any previous warnings
- procedural fairness in the decision-making process, including an opportunity for the student and their family to be heard and all relevant information considered.

Students are also, as a condition of enrolment, expected to read and comply with the school's Student Code of Conduct (Code of Conduct).

The consequences for student misbehaviour, serious and/or persistent breaches of the student code of conduct are outlined in the Student Behaviour Policy and Procedures. The Suspension, Negotiated Transfer, and Expulsion of Students Policy and Procedures detail the management of suspension, expulsion, and appeals processes.

In accordance with applicable legislation and the school's Child Safety and Wellbeing Policy, the police, 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Commission for Children and Young People (CCYP), and/or any other relevant bodies will be informed of any unlawful breaches of these Codes of Conduct.

Parental Responsibilities

At the time of enrolment, each school is to ensure that parents understand that they have a responsibility to provide ongoing support for their child's Catholic education. Parents are to be asked to make an explicit commitment to the following responsibilities:

- to complete the school's Application for Enrolment Form and ensure it is returned by the due date. N.B. This does not guarantee enrolment in the school. An Offer of Enrolment Form is sent to prospective students containing the school's Acceptance of Offer of Enrolment Form. Once the Acceptance of Offer of Enrolment Form is signed and received, the child is considered formally enrolled
- at enrolment time to inform the school of all additional individual requirements
- to be prepared to support the school in the Catholic education of their child and engage with the school community as much as possible,
- to commit to conforming with expected standards of parental behaviour as outlined in the school's Parent & Carer Code of Conduct signed upon enrolment of their child.
- to acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child. (Any difficulties in meeting this commitment should be discussed with the Principal or Business Manager)
- to advise the Principal of any court order or custodial arrangement/s that may exist in relation to their child, or any changes to such order/s, and provide a copy of the court order/s and any subsequent changes for the child's school file
- to provide all information requested at the time of enrolment as required from time to time.

Complaints regarding enrolment

All schools are required to maintain a fair, effective, and efficient complaints-handling process so that complaints about enrolment and other matters at the school can be addressed.

An appeal in relation to enrolment or termination of enrolment is to be made in accordance with the Complaints Handling Policy and Procedures [DOBCEL] and the Suspension, Negotiated Transfer and Expulsion of Students Policy and Procedures [DOBCEL]. Initial concerns can be raised with the Principal either in writing or by making an appointment for an interview.

Roles and Responsibilities

Procedures for the enrolment of students in DOBCEL schools are documented separately. Schools are required to have a local Enrolment Policy and Procedures aligned with the DOBCEL Enrolment Policy and Procedures.

Role	Responsibility	Details
Executive Director	• Approval for exemption for enrolment under the minimum and maximum school entry age • Decision to withdraw or terminate a student's enrolment	• Written approval required. Subject to student meeting criteria outlined in these procedures • Consideration of the view of the Principal and all circumstances, nature, and gravity of actions of students

Principals

- Acceptance and management of all enrolments
- Publication of school enrolment policies, procedures, agreement, enrolment pack, forms, and School Community Safety Order internal review process on school website
- Compliance with DOBCEL enrolment policies
- Maintenance of Enrolment Register
- A DOBCEL secondary college identifies a variation in enrolment demand and as such streams are required to be added or subtracted from a year level
- Report enrolment data to Executive Director through the February and August censuses
- Annual attestation to the Executive Director
- Annual attestation to the Executive Director with any breaches identified
- Register of enrolments of all students who have been enrolled at a school to be maintained in electronic form. The register must include all required information
- Notify the Secondary Education Consultant at the earliest possible time.

Supporting Documentation

Internal

- [Actioning Education for All: A guide for a whole of system approach to inclusive practices for Catholic Education Ballarat \(DOBCEL\)](#)
- Complaints Management Policy & Procedure [DOBCEL]
- Repeating a Year Level – Information Sheet for Principals (TBC)
- Student Behaviour Policy and Procedures [School]
- Suspension Negotiated Transfer, and Expulsion of Students Policy and Procedures [DOBCEL]
- Transition for Students with Diverse Needs

Forms and Templates

- Enrolment Application Form [School Form]
- Enrolment Agreement Form [School Form]
- Offer of Enrolment [School Form]
 - Includes:
 - Offer of Enrolment letter template
 - Acceptance of Offer of Enrolment letter template
 - Non-Acceptance of Offer of Enrolment letter template
- Maximum Age Exemption Application Form [School Form]
- Minimum Age Exemption Application Form [School Form]
- Change of Financial Responsibility Form [School Form]
- Unsuccessful Enrolment Application Letter [School Template]
- Enrolment Planning Tool [DOBCEL]
- Parents/Guardians/Carers Code of Conduct [School Template]
- CECV Consent for sharing information Form A (TBC)
- CECV Consent to Transfer information (school to school) Form B (TBC)

Resources

- [Transferring Student Data Interstate \[Dept. of Education\]](#)
- [School Community Safety Order Scheme: Ministerial Guidelines \(Vic Government\)](#)