



## **ST. JOSEPH'S PRIMARY SCHOOL LEETON**

### **ENROLMENT POLICY**

St. Joseph's primary school follows the Enrolment policy of the Catholic diocese of Wagga Wagga.

[Enrolment Policy Feb 2021](#)

#### **ENROLMENT PROCEDURES**

An enrolment application and prospectus is available from the school office and is supplied on request. Once the form is completed it is returned to the school.

1. Application forms and enrolment handbooks are available from the school office and are supplied on request.
2. Closing date for general enrolments will be advertised.
3. Applications must be completed and returned to the school prior to the closing date (all sections of the enrolment form must be completed).
4. Once the closing date has passed, the school will arrange an interview with the parent and student.
5. Where possible all documents to be provided and reviewed prior to the interview (Visa documents must be sighted at interview and certified by the Principal).
6. The school office staff will prepare student application files for use by the Principal at the time of interview.
7. The Principal will contact the appropriate personnel at the Catholic Schools office, Wagga Wagga,

if an application falls into the following categories:

- enrolment of students with special needs/learning difficulties
- enrolment of non-Australian citizens
- enrolment of temporary residents
- enrolment of students on student visas
- enrolment of exchange students
- enrolment of students on visitors visas
- enrolment of ESL – New Arrivals
- enrolment of LBOTE students
- enrolment of Indigenous students
- part-time enrolment
- students whose 5<sup>th</sup> birthday falls between 1 June and 31 July

### **ENROLMENT**

After the interview and enrolment process has been finalised, those families of students who have been accepted will be notified.

### **ENROLMENTS AFTER CLOSING DATE**

Enrolments for Kindergarten can be accepted after the closing date. These applicants however, do not take priority over applications received by the closing date. If the school has places available they will need to be processed following the same process. If no vacancy exists they are placed on a waiting list.

### **REFUSAL OF ADMISSION**

The Principal may, after consultation with the Parish Priest and appropriate authorities, refuse an application for enrolment. A probationary enrolment period is not available. The Principal has the ultimate decision in accepting an enrolment. This may include consultation with the Parish Priest and staff at Catholic Education Diocese of Wagga Wagga.

### **PRIVACY LEGISLATION – COLLECTION NOTICE**

Each school collects information, including sensitive information about pupils and parents or guardians before and during the course of the pupil's enrolment at the School. A collection notice needs to be included with each enrolment form sent out from the school.

Enrolment forms must also collect sensitive information in regard to the family that is necessary for the government in regard to funding of schools.

### **Enrolment of Students with Disabilities**

The Principal will refer to the Student Support Handbook Sections 1.5 for the Disability Discrimination Act and 1.6 for the Disability Standards for Education 2005 when responding to and processing enrolment applications from students with extra support needs or disabilities. The ascertainment process Section 2.1 of the Student Support Handbook will be followed by the Principal where there are enrolment applications for students with a significant level of need.

### **ENROLMENT OF NON-AUSTRALIAN CITIZENS**

Non-Australian citizens entering Australia must hold a valid visa and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs (DIMA).

Education is compulsory for non-Australian citizens between the ages of six and fifteen holding a visa granting them permanent resident status and New Zealand citizens holding current New Zealand passports. Outside these ages they may enrol under the same conditions as Australian citizens. Non-Australian citizens holding a temporary visa are subject to specific enrolment conditions as outlined below:

#### **• Temporary Residents**

The temporary resident visa allows for the enrolment on a temporary basis of school aged students in a New South Wales school. Enrolment is only for the period specified on the visa. Visa numbers need to be checked by appropriate personnel at the CSO before enrolment is accepted. Students may be Full Fee Paying overseas student.

#### **• Visitor Visas**

Visitor Visas include business visitors, medical treatment visitors and tourists. A student on a visitor visa may be able to enrol for a maximum period of three months which cannot be extended. School fees must be paid pro rata for the number of weeks the student is enrolled in the school.

Under Commonwealth Government regulations, international students holding temporary visas have a lower enrolment priority than Australian citizens, permanent residents and approved temporary residents. If students on visitor visas directly approach a school they should be referred to the Catholic Schools Office.

#### **• Bridging Visas**

Non-Australian citizens are granted a bridging visa if they have an undetermined application for a substantive visa before the Department of Immigration and Multicultural Affairs (DIMA). Bridging visas come into effect when the initial substantive visa has expired. Prospective students on bridging visas may be enrolled if the visa states that the holder has work rights.

##### **● 500 visa students**

Parents wishing to enrol students on a 500 visa cannot do so until CEDWW has been notified and has investigated the visa application conditions with the department of Immigration. There is only one exception on a 500 visa which will enable St Joseph's Leeton to enrol this sub class.

500 visas are full fee-paying overseas students and are required to pay overseas student fees as

determined by the minister. These must be paid in full for a full school year. (Up to \$10 000).  
500 visa students must also pay full school fees every term. Offer of placement cannot be given until a full investigation has been conducted.

### **VISA REQUIREMENTS**

All students on a visa must supply copies of both parents' visas and the child's visas along with copies of passports. This information must be recorded in Compass.

### **POST-INTERVIEW**

1. Once all interviews are completed advice of the outcome of the interview is sent to each family. Families who have received a letter of offer are advised of a deadline for accepting or declining the offer.

2. If vacancies do exist those applicants who were accepted after the closing date will then be processed following the same process.

3. If no vacancy exists applicants will be advised that the application has been placed on the waiting list.

### **ENROLMENT**

1. Once a place has been accepted all appropriate data will be recorded in the school system:

- to comply with legal requirements
- for school administration purposes
- for accountability and reporting requirements.

2. All communication with applicants and documentation in regard to the applicant's enrolment must be filed in the student's file.

This policy was reviewed in 2021