Appendix 6
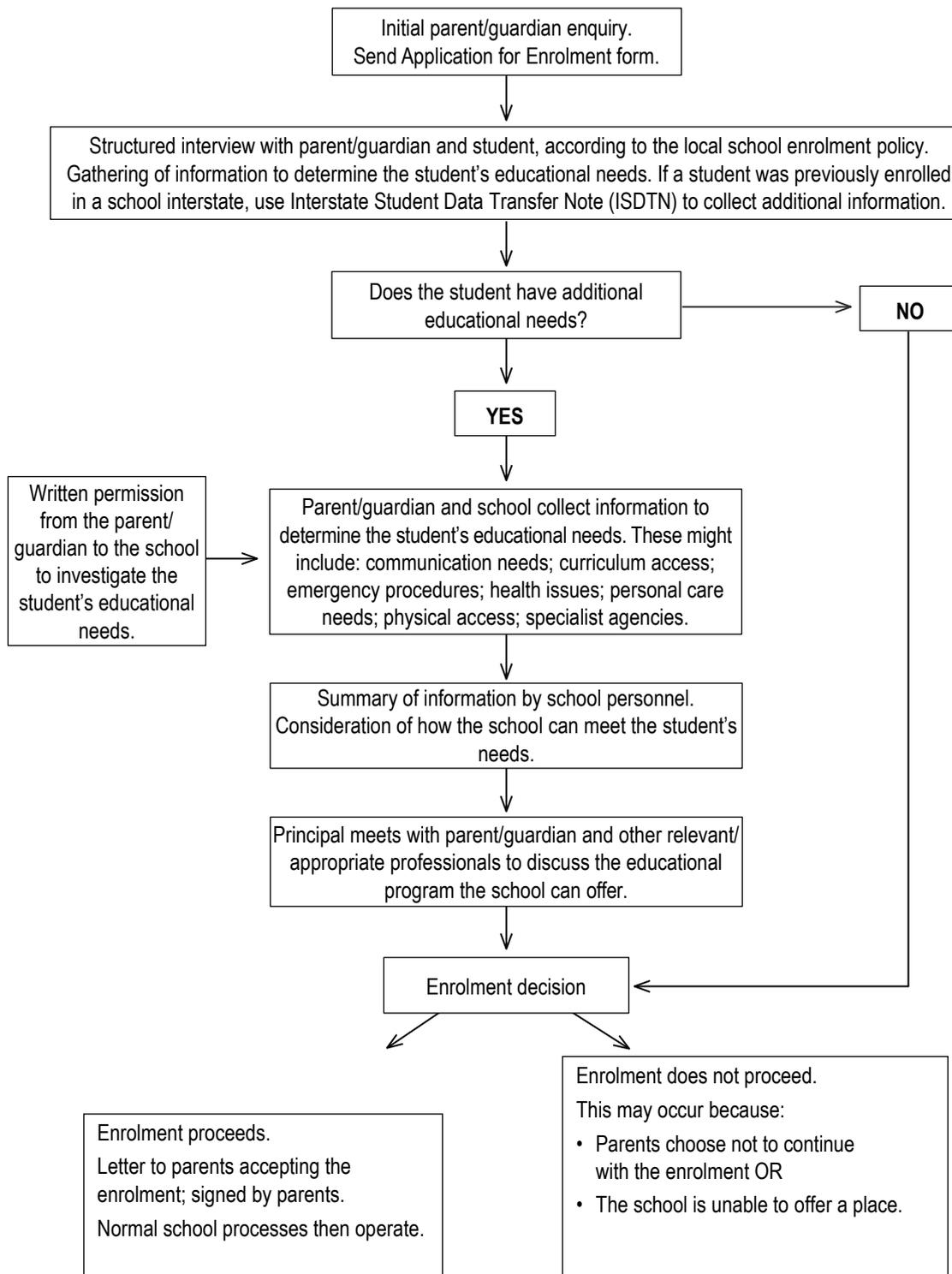
Enrolment Processes and Procedures in Schools -

1. Recommended Enrolment Process

In the interests of consistency and transparency, it is recommended that schools follow the Archdiocese of Melbourne Recommended Enrolment Process presented in the following flowchart.

Initial parent/guardian enquiry.
Send Application for Enrolment form.

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Structured interview with parent/guardian and student, according to the local school enrolment policy. Gathering of information to determine the student's educational needs. If a student was previously enrolled in a school interstate, use Interstate Student Data Transfer Note (ISDTN) to collect additional information.

↓

Does the student have additional educational needs? → NO

↓

YES

↓

Written permission from the parent/ guardian to the school to investigate the student's educational needs. →

Parent/guardian and school collect information to determine the student's educational needs. These might include: communication needs; curriculum access; emergency procedures; health issues; personal care needs; physical access; specialist agencies.

↓

Summary of information by school personnel. Consideration of how the school can meet the student's needs.

↓

Principal meets with parent/guardian and other relevant/ appropriate professionals to discuss the educational program the school can offer.

↓

Enrolment decision ←

↙   ↘

Enrolment proceeds.

Letter to parents accepting the enrolment; signed by parents.

Normal school processes then operate.

Enrolment does not proceed.

This may occur because:

• Parents choose not to continue with the enrolment OR

• The school is unable to offer a place.

2. **Children under the minimum school entry age and Pre-Prep Programs**

   2.1 **Enrolment under minimum school entry age**

   The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school.

   The enrolment of students under the minimum starting age *will only be considered*

   in exceptional circumstances.

   In those situations where,

   i)   a parent seeks enrolment of a child under the minimum starting age; and

   ii)   the principal agrees to enrolling the child in the school if approval were granted,

   the approval of the Executive Director of Catholic Education is required, before enrolment under the minimum starting age can occur.

   The Application for Early Age Entry to School form below will need to be submitted to the Executive Director by the principal for approval to be sought. Supporting documentation from educational professionals detailing substantive reasons for early school entry must be attached to the application.

   - an IQ of 130+ (usually shown by a Wechsler Preschool and Primary Scale of Intelligence™ - Fourth Edition (WPPSI™ - IV)
   - a statement from another appropriate professional stating that the child would be significantly disadvantaged if early entry was not approved
   - a letter from the parent(s) outlining their reasons for requesting an exemption from the policy.

   It is the responsibility of the parent/caregiver to provide all appropriate documentation to the principal for submission to the Executive Director for consideration.

   Approval for early age enrolment will only be granted in **exceptional circumstances**.

   2.2 **Pre-Prep Programs**

   This policy does not support the promotion of Pre-Prep programs which provide two years of schooling at the Year Prep level. Indeed, repetition of a school year at any level of schooling has not been proven to create the opportune conditions for future learning development. A child's perceived lack of 'readiness' for school in the Prep Year may be caused by special needs which would be better identified and addressed through flexible arrangements which cater for the needs of every child from the point of school entry, i.e. the Prep Year.

   It is important to note that no sound pedagogical framework exists for Pre-Prep programs. Under the Victorian Essential Learning Standards (VELS) there is no Pre-Level 1 curriculum currently identified or suggested; and the Victorian Curriculum and Assessment Authority (VCAA) intends to develop transition reports from the Early Childhood sector (4-year old pre-school / kindergarten) for the point of entry to school education, designated as the Prep Year.

3. **Year 7 enrolment**

   In enrolling students at Year 7, secondary schools should collaborate on the basis of Episcopal Regions to ensure consistency and transparency of local school enrolment policies and practices. It is expected that secondary schools will comply with the upper limit for Year 7 enrolments for each school, and take into account the priority parishes for each school together with the agreed timeline for the Year 7 enrolment process.

4. **Enrolment of children with additional learning needs**

   Catholic schools are expected to welcome parents who wish to enrol a child with additional learning needs and do everything possible to accommodate the child's needs. The process for enrolling students with special needs should be the same as that for enrolling any student, and should conform to the Recommended Enrolment Process (refer to *flowchart*, previous page). Primary and secondary

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CEM POLICY 2.4

Appendix 6 *cont'd*

CATHOLIC
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schools should collaborate to ensure coordination and consistency of policy and processes. Schools are required to comply with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning needs in a Catholic school.

5. Enrolment of students from interstate

When enrolling students whose previous school was interstate, all 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 enrolling school to initiate and manage this process, and be sensitive to parent/student consent requirements for the provision of information. All relevant documents and information are available at the MCEETYA website <www.mceetya. edu.au/transfernote>.

6. Relevant legislation to be considered when enrolling students in Catholic schools

The Victorian Education and Training Reform Regulations 2007. The regulations impose a requirement on a registered school to have a clearly defined enrolment policy that complies with all applicable State and Commonwealth laws. Referred therein is the main legislation affecting school enrolments. Each school must be familiar with the relevant provisions of this legislation and, if appropriate, prepare policies for administration and enforcement of relevant procedures.

Equal Opportunity Act 1996 (Vic). This legislation prohibits discrimination by an educational authority against a person in deciding who should be admitted as a student, in the terms on which the authority admits a person as a student, or by refusing of failing to accept the person's application for administration as a student. However, an exception is provided for an educational authority that operates an educational institution wholly or mainly for students of a particular sex, religious belief, age or age group, such that it may exclude from that institution people who are not of the particular sex, religious belief, age or age group. All other discrimination in enrolment of students is prohibited.

Disability Discrimination Act 1992 (C wlth). Under this federal legislation, discrimination based on disability is unlawful. It applies to school authorities and their employees. The definition of disability is broad and includes physical, intellectual, psychiatric, sensory, neurological or learning disability, psychical disfigurement, and the presence in the body of a disease-causing organism.

Relevant for enrolments, it is unlawful for an educational authority to discriminate against a person on the ground of the person's disability, or a disability of any of the other person's associates, by refusing or failing to accept the person's application for admission as a student; or in the terms and conditions on which it is prepared to admit the person as a student.

However, it is not unlawful to refuse or fail to accept a person's application for admission as a student in an educational institution where the person, if admitted as a student by the educational authority, would require services or facilities that are not required by students who do not have a disability and the provision of which would impose unjustif able hardship on the educational authority.

Privacy Amendment (Private Sector) Act 2000 (Cwlth). This legislation governs how schools must handle personal information collected as part of the enrolment process. Schools will have adopted a Privacy Policy to reflect their acts and practice in management of personal information in compliance with the legislation. Schools should also determine what is the necessary information for collection, provide information about collection and, where necessary, obtain consents to the collection, use and disclosure of that information. For these purposes, schools should include in enrolment forms an information collection notice, which should also be contained in the school's Privacy Policy and where applicable should be located on the school's website.

CEM November 2017 (Revised)

![Catholic Education Melbourne logo]

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Appendix 6

Application for Early Age Entry to School

Please forward completed Application, parent letter and supporting documentation to:

Executive Director, Catholic Education Melbourne
PO Box 3, EAST MELBOURNE 8002

| This application for Early Age Entry to School should be completed by parent/s or carer/s in consultation with the relevant professionals and provided to the Principal for submission to the Executive Director of Catholic Education Melbourne |

Child's Surname		Female ☐ Male ☐	
Child's First Name		**Year of intended enrolment**:	
Date of Birth:	*Please attach proof of DOB, e.g. birth certificate, passport, Immicard, letter from Doctor attesting to child's age.*	**Age:**	
Parent/Caregiver's name:		**Relationship to child**	
Parent/Caregiver's name:		**Relationship to child**	
Address:			
Contact Number:		**Email:**	

REASONS FOR EARLY ENTRY

GIFTED	
Has your child been assessed as having a Full Scale Intelligence Quotient (FSIQ) *≥ 130 Full Scale IQ (2 standard deviations, or more above the mean), preferably using the Wechsler Preschool and Primary Scale of Intelligence, Fourth Edition, Australian and New Zealand (WPPS-IV A&NZ), including the 10 sub-tests required to calculate the Full Scale score and Primary Index Scales conducted after the child has attained the age of 4-0 years*	
Yes ☐ No ☐ **If yes, FSIQ score:**	*Please attach a copy of the relevant cognitive assessment by an educational psychologist. Note: it is the responsibility of the parent/guardian to obtain the cognitive assessment.*
INTERSTATE OR OTHER JURISDICTION TRANSFER	
Is your child is transferring from another school, either interstate or overseas? Yes ☐ No ☐	
*Please **attach** a copy of proof of enrolment at the other school and other relevant information such as attendance records or recent school report.*	
Previous School Name:	

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Previous School Address:	
Suburb:	**Postcode:**
Principal's Name:	
Contract Phone:	**Date of Initial enrolment:**

BEST INTERESTS

How is early entry to school in the best interests of your child?

Please provide details of the academic, social and emotional needs of your child, including any relevant information related to their school readiness.

Please attach a report or letter from a relevant childcare, kindergarten, or allied health professional that includes observations of the child's development, literacy, numeracy, academic, and social needs related to their school readiness.

☐ **Childcare/Kindergarten report or letter**

☐ **Allied Health Professional report**

WHAT WOULD BE THE IMPACT ON YOUR CHILD IF AN EXEMPTION IS NOT GRANTED?

Please describe what the consequences would be for your child if early entry is not approved?

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DECLARATION (to be signed by parent/guardian)			
I declare that the information that I have included in this form is true and correct and that all relevant supporting documentation is attached.			
Signed:		**Date:**	
Signed:		**Date:**	

RECEIVING PRINCIPAL ENDORSEMENT

Do you endorse the child for early entry to school? Yes ☐ No ☐ **Please provide reasons for your answer.**			
I declare that the information that I have included in this form is true and correct and that all relevant supporting documentation is attached.			
Principal's Name:		**Date:**	
Signature:			