

Form 3: Enrolment Procedures



St Mary's Myrtleford Enrolment Procedures

This is a school which operates with the consent of the Bishop of the Catholic Diocese of Sandhurst and is owned, operated and governed by Catholic Education Sandhurst (CES) Limited, where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life. This procedure is part of the CES Limited Enrolment Framework which is available at <https://www.smmyrleford.catholic.edu.au>

The following enrolment procedures have been adopted by this school which are consistent with the procedures approved by the Board of CES Limited whether they occur during a school's designated enrolment period or at another time.

1. An application for enrolment at this school must first be made by a parent/guardian of the child by completing an [Application for Enrolment form](#) which contains relevant information that will assist the school to make a provisional enrolment offer.
2. The school will notify the parents/guardians in writing of a provisional enrolment offer. The provisional enrolment decision will be made by the school Principal after considering the school's enrolment capacity. This school will direct parents/guardians to the school's website where key school policies are published and/or will provide copies of applicable policies, Student Enrolment Handbook and Prospectus to parents/guardians on request.
3. The parents/guardians are then required to accept this provisional enrolment offer by submitting a completed [Offer of Enrolment: Request for Information form](#). This form contains additional information regarding a student's specific health and other needs and information retained for the purposes of commonwealth and state funding and reporting obligations.
4. This school may require parents/guardians and the child to attend an enrolment interview in order to determine what is in the best interest of a student and to discuss, if any, reasonable adjustments that can be made to accommodate a student enrolment. The interviews may be undertaken by the Principal or a delegate of the Principal.
5. The Principal must make a final enrolment decision, taking into consideration applicable disability standards and legislation, the ability to make reasonable adjustments and where applicable the [Enrolment Priority Criteria](#).

6. This school will then notify parents/guardians in writing of the final enrolment decision. For those children whose enrolment has been confirmed by the school, the school must provide an [Enrolment Agreement](#) and either provide or direct parents/guardians to relevant school policies and procedures so as to enable parents/guardians to make an informed enrolment decision.
7. The enrolment of a student is deemed complete, when a completed and signed [Enrolment Agreement](#) has been received by the school.
8. This school will confirm in writing receipt of the Enrolment Agreement.
9. If, during a designated enrolment period, applications exceed places available, the Principal may seek recommendations from an Enrolment Panel, in determining which students will be offered enrolment in accordance with the school's Enrolment Policy and the Enrolment Priority Criteria. If the need arises, the school may also establish a waiting list which aligns with the Enrolment Priority Criteria.
10. The school's Enrolment Panel is constituted by the Principal (who shall Chair the Enrolment Panel), the Parish Priest/Canonical Administrator, the Registrar/Administration Officer and may include a member of the School's Advisory Council and any other school personnel that may be appointed to the Panel by the Principal. The Enrolment Panel makes recommendations to the Principal in relation to enrolment decisions, the ultimate decision-making power rests with the Principal.

Appeal Processes

1. Appeals against a decision to decline enrolment must be made to the **school within 14 days of receipt** of the letter declining enrolment, together with any supporting material.
2. The Enrolment Panel will be convened to consider the appeal and any supporting material provided. The Panel may decide that the original decision is to be maintained or the decision be reversed and that a place in the school be offered to the student.
3. The Principal will communicate the decision of the Enrolment Panel to the parents/guardian of the student in writing, together with a statement of reasons within 14 days of receiving the appeal.
4. If the applicant is not satisfied with the decision of the Enrolment Panel, a further and final appeal may be made to the Executive Director within 14 days of receiving the notification from the school that the appeal was not successful. This Appeal should be in writing to the Executive Director, with reasons provided for the Appeal.
5. The Executive Director will establish an Enrolment Appeal Panel to investigate the appeal and to offer a recommendation. The membership of the Panel will be decided by the Executive Director but will normally consist of a member of the Executive Leadership Team of CES Limited, the Principal of another school, and a third member with experience relevant to the grounds for the appeal. No member of the Panel will have

been involved in the original decision, the first Appeal, or in providing advice to the school during either process.

- 6.** A member of the Executive Leadership Team of CES will convene and Chair the panel. The person lodging the Appeal and the Principal of the school in question, will each ordinarily be provided with an opportunity to present to the Panel, either in person, via telephone or in writing.
- 7.** The Enrolment Appeal Panel will consider all material available and make a recommendation to the Executive Director. The Executive Director will consider the recommendation, and then either accept, reject or modify it.
- 8.** The decision of the Executive Director will be communicated in writing to the Principal of the school and the appellant. If the decision of the Executive Director is to allow the enrolment to proceed, the process for enrolling the student will commence as soon as possible.