ENROLMENT POLICY

1.0 INTRODUCTION

St Francis Xavier College, Beaconsfield, Berwick and Officer (The School) and the Diocese of Sale Catholic Education Limited (DOSCEL) is committed to providing Catholic children, who are baptised, with the opportunity to receive a Catholic education as a matter of priority. The School welcomes all families/ parents/guardians/carers who wish to apply for enrolment of students in Catholic education.

In accordance with the *Education and Training Reform Act 2006* (Vic.), it is compulsory for children and young people, living in Victoria, aged between six and 17 years of age, to be enrolled in a Victorian school.

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.

An enrolment is finalised when an offer of enrolment is made by the Principal of the School and the parent/guardian/carer signs the *Enrolment Agreement*.

2.0 PURPOSE

This Policy supports the delivery of a sustainable and inclusive education that nurtures each student's potential, equips them to thrive in a dynamic world and is enriched by DOSCEL's flourishing Catholic culture. This Policy is underpinned by DOSCEL's values of Integrity, Excellence and Inclusion.

This Policy communicates expectations related to the enrolment of children into Catholic schools within DOSCEL.

This Policy informs the *Enrolment Procedures*.

3.0 CATHOLIC MISSION

The School brings to life the mission of the Catholic Church by engaging and aligning all efforts toward the achievement of DOSCEL's vision for education: *faith-inspired educational excellence for a hope filled future*.

4.0 COMMITMENT TO CHILD SAFETY

The School holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility of Catholic education. This commitment is drawn from the teaching and mission of Jesus Christ.

5.0 SCOPE

This Policy fulfills the Victorian Registration and Qualification Authority's Minimum Standard for School Registration obligations, requiring the School has a clear enrolment policy that complies with all applicable State and Commonwealth laws, including those relating to discrimination and the duty to make reasonable adjustments, equal opportunity, privacy, immunisation and the Australian Consumer Law.

The Policy applies to the School and to all primary and secondary schools managed and operated by DOSCEL.

The School Principal will have oversight of enrolment procedures including approval of enrolments. In exceptional situations where Catholic children who reside in other parishes cannot obtain places in their local parish school, or if families request enrolment outside their local parish boundary, it is expected that communication about potential enrolment will occur between the Deputy Executive Director, DOSCEL, in consultation with the Parish Priest, and the Principal.

6.0 POLICY OUTCOMES

The following enrolment outcomes give direction in determining enrolment processes and procedures for the School.

6.1. Catholic children are enrolled in a Catholic school within their parish.

6.2. Strong, active partnerships are established and maintained between the School and its associated parish or parishes.

6.3. Parents, guardians and carers are engaged as primary educators of their children in a collaborative partnership that supports students' spiritual and academic development.

6.4. To meet the needs of enrolling students, parents/guardians/carers have provided all required information about the child (e.g. medical information, specialist reports etc.).

6.5. A signed Enrolment Agreement exists for all enrolled students.

6.6. All enrolment processes are fully compliant with relevant State and Commonwealth legislative requirements.

7.0 DEFINITIONS

Catholic child: is a child baptised into the Catholic Church.

Catholic school: a school operating with the consent of the Catholic Bishop of Sale.

Parish: is the Catholic community under the care of a Parish Priest.

Local Parish Boundary: is the designated residential area within the parish.

Diocese of Sale Catholic Education Limited: is the entity governing DOSCEL schools within the Diocese of Sale.

8.0 COMMUNICATION

This Policy is available on the School website and to prospective parents upon request.

This Policy is available to staff on the staff portal and staff are annually upskilled on this Policy.

9.0 POLICY INFORMATION

Policy Owner	Catholic Identity Leadership Learning and Teaching
Approving Authority	DOSCEL Board
Assigned Board Committee	CILLT
Risk Rating	Medium
Board Approval	December 2025
Implementation	2026
Review Date	2028

POLICY DATABASE INFORMATION	
Supporting Documents	Enrolment Procedure Enrolment Application Enrolment Agreement