ENROLMENT PROCEDURE

This Procedure must be followed to support the implementation of the *Enrolment Policy* (Policy).

1.0 PURPOSE

This *Enrolment Procedure* (the Procedure) provides clarity in relation to the process for enrolment of children at St Francis Xavier College, Beaconsfield, Berwick and Officer (the School).

2.0 SCOPE

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

This Procedure is informed by the *Enrolment Policy*.

3.0 CONTEXT

"I am the Way, the Truth and the Life." (John 14:6)

St Francis Xavier College is an inclusive Catholic learning community committed to the formation of young people as whole, hope-filled, and engaged learners. Guided by the life and teachings of Jesus Christ, we seek to live the Gospel through the values of hope, respect, curiosity, and gratitude. These values shape our engagement with the Christian story and the example of our House Patrons, and inform all aspects of learning, relationships, and community life. We recognise God's enduring presence in our lives and uphold the innate dignity of every person.

At St Francis Xavier College, we celebrate diversity, pursue excellence, and encourage our students and staff to live and learn with courage and integrity. Through a strong commitment to faith formation, academic growth, and personal well-being, we strive to empower our community to make meaningful and positive contributions to the world.

The College is conducted under the auspices of the Diocese of Sale Catholic Education Ltd and is supported by the Parishes of Berwick, Narre Warren, Pakenham, Iona/Maryknoll, and Koo Wee Rup. Serving a diverse and multicultural community, the College has enrolments of

over 2,600 students from Years 7 to 12, welcoming students from Catholic, Christian, and other faith traditions.

St Francis Xavier College operates across three campuses: two Year 7 to 9 Junior Campuses located in Berwick and Officer, and a Senior School Campus catering for Years 10 to 12 located in Beaconsfield. Together, these campuses provide a contemporary, supportive, and inclusive learning environment that enables students to flourish spiritually, academically, and socially.

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4.0 PROCEDURES

The School follows the enrolment process as outlined in the following procedures.

4.1 Communicate Enrolment Criteria

Within the context of the enrolment principles and guidelines, the criteria set out below—which are listed in priority order—are provided for Catholic primary and secondary schools to consider when the number of enrolment applications exceeds a school's available places.

The following procedures apply to enrolment applications which are received by the published closing date.

Enrolment in Catholic secondary schools is prioritised as follows:

i. Children baptised as Catholic (Catholic children) and siblings of children already attending the School.

ii. Catholic children who attend a Catholic school **and reside** in the designated enrolment catchment area within the local parish.

iii. Catholic children from non-Catholic schools **who reside** in the designated enrolment catchment area within the local parish.

iv. Children who have been enrolled in a Catholic school and reside in the designated enrolment catchment area within the **local** Parish.

v. Catholic children from **other Catholic** schools who reside outside the designated enrolment catchment area, who cannot obtain a place in their designated secondary school.

vi. Catholic children who reside in other parishes and who could have gained enrolment in their parish secondary school.

vii. Children who have been enrolled in a Catholic school who **reside** outside the designated enrolment catchment area.

viii. Children from families who belong to any Orthodox Catholic Church.

ix. Non-Catholic families seeking a Catholic education for their child/children.

4.2 Compulsory Enrolment Age

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

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

4.3 Procedures for the Enrolment of Eligible Children

4.3.1 Parents(s)/guardian(s)/carer(s) enquire directly to the School.

4.3.2 Parents(s)/guardian(s)/carer(s) are provided with an *Application for Enrolment* and supporting documentation.

4.3.3 If the student was previously enrolled in an interstate school, the Interstate Student Data Transfer Note is used to collect additional information

4.3.4 The School conducts school tours and pre-enrolment meetings.

4.3.5 Parent(s)/guardian(s)/carer(s) submit a completed *Application for Enrolment* and all related documentation.

4.3.6 Where an application has been submitted, principals or their delegate, **invite applicants** for a pre-enrolment tour, meeting **or open day.**

4.3.7 The Principal or senior member of staff conducts a structured interview with parent(s)/guardian(s)/carer(s) and prospective students. Where the student has identified additional educational needs:

4.3.7.1 The School will obtain written permission from the parent(s)/guardian(s)/ carer(s) to investigate the student's educational needs.

4.3.7.2 Parents(s)/guardian(s)/carer(s) and the School may collect information from relevant service providers to determine the student's educational needs, curriculum access, emergency procedures, health issues, personal care needs, physical access and specialist agencies.

4.3.7.3 The Principal or delegate meets with parent(s)/guardian(s)/carer(s) and other relevant/appropriate professionals to discuss educational programs the School can offer, including any reasonable adjustment which may be required for prospective students with disabilities. Principals may need to consult with DOSCEL Office in relation to the enrolment. (See *Appendix 1 – Enrolment Flow Chart*)

4.3.8 The School Principal makes an enrolment decision.

4.3.9 Correspondence in relation to enrolment is provided. Final successful enrolment is subject to the full completion of the *Enrolment Agreement*. This is provided to parent(s)/guardian(s)/carer(s) inviting them to complete the *Enrolment Agreement* including responsibility for payment of fees and charges.

4.3.10 Parents(s)/guardian(s)/carer(s) accept the position for enrolment by signing and returning the *Enrolment Agreement*.

4.4 Overseas Students

When considering the enrolment of students on a visa, the Principal considers the application with reference to the *Enrolment Policy* and *Enrolment Procedure* as well as legislative requirements. The Principal or delegate is to determine whether the student is fee-liable or eligible for government funding. The Principal or delegate is required to consult with DOSCEL Office in relation to the enrolment of overseas students.

4.5 Concerns Regarding Student Wellbeing and Safety

If, in the course of the enrolment process, the School becomes concerned about the wellbeing or safety of a student or proposed student or any risk of family violence, it will consider whether a request for information should be made under the Child Information Sharing Scheme (CISS) or Family Violence Information Sharing Scheme (FVISS), or whether any information should be voluntarily provided to another prescribed Information Sharing Entity (ISE) under the CISS or FVISS. Other ISEs include Victoria Police and family violence specialist services.

Decisions regarding information sharing are made in accordance with the Victorian Government Family Violence Multi-Agency Risk Assessment and Management Framework.

For further information, see: Information Sharing and Family Violence Reforms Contextualised Guidance, https://www.vic.gov.au/child-information-sharing-scheme-ministerial-guidelines Family Violence Information Sharing Guidelines, and Family Violence Multi-Agency Risk Assessment and Management Framework.

All relevant documents and information are available on the Education Council website www.educationcouncil.edu.au / Reports and Publications / ISDTN / Non-Government Schools.

4.6 Enrolment Endorsement and Approval

The Principal must formally approve all enrolment decisions to ensure transparency and equity in decision-making.

4.7 Complaints

All concerns and complaints are addressed in accordance with the School's *Complaints and Grievances Management Policy*, which is available on the School's website.

4.8 Termination of Enrolment

Parents/guardians/carers, as a condition of enrolment, are required to read, sign and agree to comply with the School's *Enrolment Agreement, Parent/Guardian/Carer Code of Conduct*, and any other relevant School policies.

Parents/guardians/carers who breach the *Parent/Guardian/Carer Code of Conduct*, *Enrolment Agreement*, and/or policies are 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 around 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 DOSCEL Office personnel.

Termination of enrolment based on parent/guardian/carer conduct must be approved by the Executive Director of DOSCEL or delegate, and such approval will only be provided in the following circumstances:

(a) A breach of the *Parent/Guardian/Carer Code of Conduct* on the part of a parent/guardian/carer has previously occurred.

(b) The parent/guardian/carer has, because of that previous breach, been warned that any subsequent breach of the *Parent/Guardian/Carer Code of Conduct* by them (or the family) may result in termination of enrolment.

(c) A further breach of the *Parent/Guardian/Carer Code of Conduct* by the parent/guardian/carer, or by another family member in relevant circumstances (including where the Principal is satisfied on reasonable grounds that the other family member has been warned or is otherwise aware that a warning has previously been given) occurs.

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

A decision to terminate the enrolment of a student based on a single incident of parent/guardian/carer conduct can only be made by the Executive Director of DOSCEL or delegate upon consideration of each of the following:

- the view of the Principal of the School
- an assessment of all presenting circumstances, including the nature and gravity of the conduct and whether any previous warnings have been provided to the parent/guardian/carer, and
- the principles of procedural fairness being followed in the decision-making process, including an opportunity for the student and their family/guardians/carers to be heard.

Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

Students also, as a condition of enrolment, are required to read (or have read to them) and agree to comply with the School's *Student Code of Conduct*.

In cases of serious and/or persistent breaches of the *Student Code of Conduct*, the *Student Behaviour Policy* outlines the consequences. The School's policies and procedures for the suspension, negotiated transfer and expulsion of students outline relevant processes for the management of suspension and expulsion, and appeals.

In accordance with applicable legislation and the School's *Child Safety and Wellbeing Policy*, breaches of the *Parent/Guardian/Carer Code of Conduct* and *Student Code of Conduct* may be required to be reported by the School and/or DOSCEL Office, to the police, 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), the Commission for Children and Young People (CCYP), and/or other relevant bodies.

5.0 ROLES, RESPONSIBILITIES AND ACCOUNTABILITIES

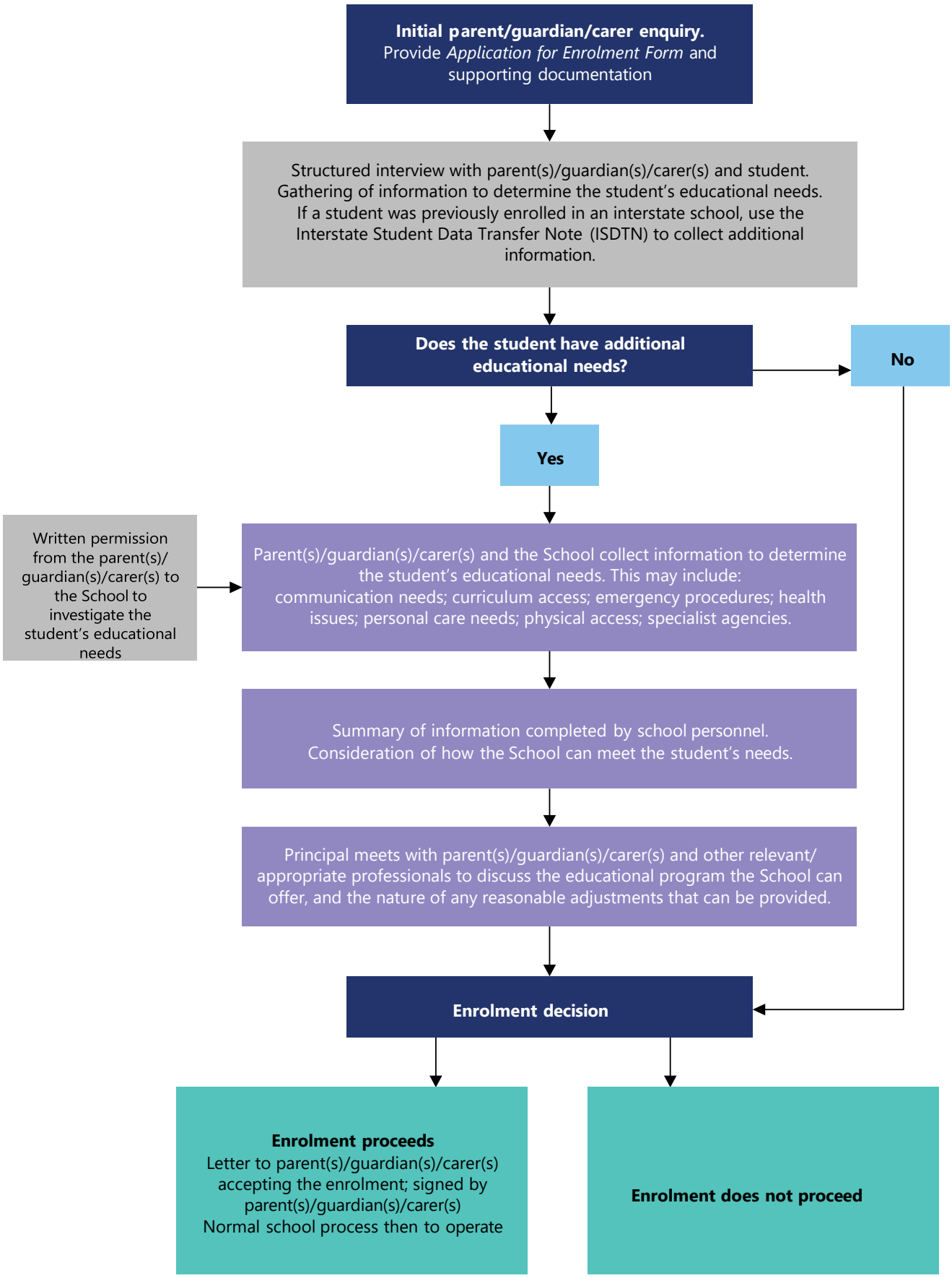
ROLE	REPONSIBILITY	ACCOUNTABILITY
Principal	Must approve all enrolments	DOSCEL
Deputy Principal, Head of Campus	Approved Principal delegate to support the enrolment process	Principal
Inclusion Support	Approved Principal delegate to support the enrolment process	Principal
Admissions Team	Process Enrolment Applications once approved by the Principal, including updating the enrolment database.	Principal

6.0 COMMUNICATION

This Procedure is available to parents on the School website.

7.0 PROCEDURE INFORMATION

Procedure Owner	Catholic Identity Leadership Learning and Teaching
Approving Authority	Executive Director DOSCEL
Risk Rating	Low
Implementation	March 2026
Review Date	2029

PROCEDURE DATABASE INFORMATION	
Supporting Documents	Code of Conduct School Fee Schedule Enrolment Application Enrolment Agreement Privacy Policy Privacy Collection Notice Suspension and Expulsion Policy and Procedure

APPENDIX 1 – ENROLMENT FLOWCHART