



CESL School Operations

External Enrolment Policy

1. Introduction

St Monica's Primary School, Wodonga operates with the consent of the Bishop of the Catholic Diocese of Sandhurst and is owned and operated by Catholic Education Sandhurst Limited (CESL), 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. Central to the mission of St Monica's Primary School, Wodonga is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially. St Monica's Primary School, Wodonga promotes the safety, wellbeing and inclusion of all students.

St Monica's Primary School, Wodonga welcomes enrolments from families of all faiths and non-religious backgrounds. Families who enrol their children at this school do so on the understanding that they respect and agree to support the Catholic identity, ethos and mission of the school and acknowledge the importance of religious education for their children, including through attendance at school masses, retreats and liturgies. Applicants are expected to support the ethos, culture and policies of St Monica's Primary School, Wodonga.

2. Purpose

The purpose of this policy is to explain to prospective families how to apply for enrolment at St Monica's Primary School, Wodonga, who is eligible for enrolment and other relevant information about St Monica's Primary School, Wodonga identity and approach to education and enrolment.

3. Educational services provided

St Monica's Primary School, Wodonga provides educational services within the scope of the School/college's registration, being:

- (a) Preparatory to Year Ten under the Victorian Foundation-10 priorities and standards (P – 10).
- (b) Senior secondary courses which are normally provided in Years 11 – 12, including the Victorian Certificate of Education (VCE), VCE Vocational Major (VCE VM), Victorian Pathways Certificate (VPC), and Vocational Education and Training (VET).

St Monica's Primary School, Wodonga does not guarantee all subjects in the Senior Secondary School will be available for selection. Depending on subjects chosen, some subjects may be delivered by external providers.

St Monica's Primary School, Wodonga provides a Religious Education curriculum based on The Source of Life.

The holistic development of the Student remains the priority of the [school/college] in carrying out its duty of care to the Student. As such, St Monica's Primary School, Wodonga makes no representation or promise regarding any particular academic achievement or level of performance of any Student.

4. Key timeframes – enrolment

St Monica's Primary School, Wodonga hosts information sessions and tours each year. The enrolment dates will be advised via the St Monica's Primary School, Wodonga website.

Enrolment applications may be submitted at any time. However, to be considered for a first round offer for the following year, Applicants must submit their completed applications by the due date - these will be

advertised via the St Monica's Primary School, Wodonga website. Application and offer dates change from year to year, so please refer to the www.smwodonga.catholic.edu.au for more detailed information.

First round offers of enrolment are generally sent via email by the date advertised via the St Monica's Primary School, Wodonga website. Enrolment interviews take place after an offer has been made.

5. Enrolment process

The enrolment process at the School/college consists of four steps:

- application for enrolment;
- offer of enrolment;
- acceptance of offer; and
- notification of enrolment.

To make an application for enrolment, Applicants must complete the ***Enrolment Application***.

Please note: submission of the Enrolment Application is not confirmation of enrolment and does not guarantee a place at St Monica's Primary School, Wodonga.

Following receipt of an Enrolment Application, St Monica's Primary School, Wodonga will exercise its discretion in determining whether to make an offer of enrolment. Enrolment decisions shall be determined by the Principal on a case-by-case basis, and are based on a range of information and factors, including:

- St Monica's Primary School, Wodonga enrolment eligibility and selection criteria; and
- current enrolments in the year level the Applicant is applying to enter.

To assist the Principal in making a determination regarding enrolment, St Monica's Primary School, Wodonga must request information including:

- immunisation records;
- sacramental/faith information;
- custody arrangements or court orders (if relevant);
- birth certificate, evidence of Australian citizenship or permanent residency;
- records from the student's previous school or early learning centre (such as school reports); and
- evidence to show that the prospective Student and the family would be supportive of the mission of St Monica's Primary School, Wodonga and its expectations for its students and parent/guardians.

Although St Monica's Primary School, Wodonga requires families to pay school fees, a family's capacity to pay all or part of the school's fees is **not** a criterion when making decisions regarding applications for enrolment.

Following the decision-making process, the School/college may:

- make an offer of enrolment;
- make an offer to join an enrolment wait list; or
- make no offer.

If St Monica's Primary School, Wodonga decides to make an offer of enrolment, this will be communicated in writing. Applicants may accept the offer by submitting a completed **Acceptance of Offer** and **Stage 2: Information Form**. This form will request additional information including:

- about a student's specific health and other needs; and
- other information retained for the purposes of commonwealth and state funding and reporting obligations.

Once St Monica's Primary School, Wodonga has received the completed Acceptance of Offer form and supporting documents, the enrolment agreement is complete, and St Monica's Primary School, Wodonga will notify the Applicant in writing that the student's enrolment is confirmed.

Once a student has commenced at St Monica's Primary School, Wodonga, their enrolment is continuous through to Year 12 unless the student is formally withdrawn or removed from St Monica's Primary School, Wodonga

6. Enrolment eligibility and selection criteria

Enrolment at St Monica's Primary School, Wodonga is open to students of all genders from Foundation year to year 12.

To be eligible for enrolment in Foundation year, children must have turned 5 years old before 30 April of the year of entry. If a parent/guardian is seeking to enrol their child at a younger age, a minimum age exemption is required from the Executive Director of CESL via the Application for Early Age Entry to School form. Approval for early age enrolment will only be granted in exceptional circumstances.

St Monica's Primary School, Wodonga is committed to an open enrolment policy that is consistent with our Statement of Philosophy/Vision Statement and 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.

We believe it is the baptismal right of a Catholic child to be education within a Catholic school. Therefore, where enrolment applications exceed the number of placements available, St Monica's Primary School, Wodonga will give priority to enrolment of Catholic children as outlined in the school/college's Enrolment Selection Criteria (at Appendix One of this Policy).

Enrolment at St Monica's Primary School, Wodonga is subject to our maximum capacity. For those students not able to be offered enrolment, St Monica's Primary School, Wodonga will endeavour to support families in finding enrolment with another Catholic school.

A Student who has previously concluded his or her enrolment at St Monica's Primary School, Wodonga because of dissatisfaction on the part of the Student, parent/guardians or St Monica's Primary School, Wodonga, would not normally be considered for re-enrolment.

St Monica's Primary School, Wodonga reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

Children who do not meet the requirements to be enrolled in a CESL School as a Domestic student need to be enrolled as a Full Fee Paying Overseas Student. These applications are managed by Catholic Education Office Sandhurst (**CESL**).

7. Appeals Process

Where St Monica's Primary School, Wodonga does not offer a place to a child for enrolment in the St Monica's Primary School, Wodonga Applicants may appeal the decision within 14 days of being notified they have not received an offer of enrolment.

The appeal must be in writing, signed by the Applicant and include:

- name of child;
- name and signature of Applicant;
- grounds for appeal (i.e. what terms of the enrolment policy were not followed); and
- any other information specifically requested by St Monica's Primary School, Wodonga or relevant to the appeal.

St Monica's Primary School, Wodonga will convene an Enrolment Panel, which will assess and make a determination for appeals on compassionate grounds on a case-by-case basis. St Monica's Primary School, Wodonga may preference students as set out in this Enrolment Policy or its Enrolment Terms and Conditions and as permitted by the *Education and Training Reform Act 2006* (Vic).

St Monica's Primary School, Wodonga will notify the Applicant of the outcome of the appeal in writing, together with a statement of reasons within 14 days of receiving the appeal.

If Applicants are not satisfied their appeal was adequately considered, Applicants can escalate their appeal to the CESL Executive Director (**ExecutiveDirector**) within 14 days of receiving the notification from St Monica's Primary School, Wodonga that the appeal was not successful. This appeal should be in writing to the Executive Director with reasons provided for the appeal, as outlined above.

The Executive Director will convene an Enrolment Panel (**Panel**) to consider the escalated appeal in accordance with the principles of natural justice, compassionate grounds and permitted preference of St Monica's Primary School, Wodonga. 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.

The escalated appeals process may involve the Panel holding a meeting with the Applicant and/or child, conducting an investigation to obtain further information about the Application and the child, or any other process deemed appropriate in the circumstances by the Panel.

The Panel will consider all available material and make a recommendation to the Executive Director, who will make the final decision regarding the appeal. The Executive Director will then communicate the decision in writing to the Applicant. This concludes the appeals process.

8. Reasonable adjustments

Where information obtained by St Monica's Primary School, Wodonga indicates that a Student has a Disability, the Principal will consult with the Student, and his or her family or carers, to determine whether the Disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at St Monica's Primary School, Wodonga. Following the consultation, St Monica's Primary School, Wodonga will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.

St Monica's Primary School, Wodonga will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- the nature of the Student's Disability;
- the information provided by, or on behalf of, the Student about how the Disability affects the Student's ability to participate;
- views of the student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student with a Disability to access and participate in education and training opportunities on the same basis as Students without Disabilities;
- information provided by, or on behalf of, the Student about his or her preferred adjustments;
- the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programmes and achieve learning outcomes and independence;
- the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other Students; and
- the costs and benefits of making the adjustment.

The Principal may require the parent/guardians to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

If reasonable adjustments are necessary to enable a Student to enrol in or participate at St Monica's Primary School, Wodonga, St Monica's Primary School, Wodonga will make those adjustments to the extent that they do not involve unjustifiable hardship.

In determining whether an unjustifiable hardship would be imposed on St Monica's Primary School, Wodonga, the Principal will take into account the relevant circumstances of the case including:

- the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other Students, staff, the School/college community, the student and the family of the Student). This includes (without limitation):
 - costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other Students and teachers; and
 - benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other Students and teachers; and
 - the effect of the Disability on the Student; and
 - St Monica's Primary School, Wodonga financial circumstances and the estimated amount of expenditure required to be made by the School/college community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum; and
 - the impact of the adjustments on St Monica's Primary School, Wodonga capacity to provide education of high quality to all Students while remaining financially viable; and

- the availability of financial and other assistance to St Monica's Primary School, Wodonga (such as financial incentives, subsidies or grants available to St Monica's Primary School, Wodonga as a result of the Student's participation); and
- the nature of the Student's Disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

The Principal will discuss with the Student and his or her family (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to St Monica's Primary School, Wodonga

If the Principal is satisfied the Student and his or her parent/guardians (as appropriate) have been sufficiently consulted, and:

- adjustments required are not reasonable; or
- making the adjustments would cause unjustifiable hardship to St Monica's Primary School, Wodonga; or
- even with the adjustments the Student would not derive any substantial benefit from the educational program,

St Monica's Primary School, Wodonga may decide to decline to offer the Student a position or may defer the offer.

9. Privacy and data collection statement

St Monica's Primary School, Wodonga collects personal information, including sensitive information regarding parent/guardians, and students, during and subsequent to the enrolment process in accordance with its Privacy Policy and applicable privacy laws. The primary purpose of collecting personal information is to facilitate the enrolment process and, during the course of enrolment, to provide for the best interests of Students. Please refer to St Monica's Primary School, Wodonga Privacy Policy for more information.

Under the *Australian Education Act 2013* (Cth), St Monica's Primary School, Wodonga is required to collect Student background characteristics data as part of the enrolment process and report this data to the VCAA or other testing agent when requested.

10. Definitions

“Applicant” means the person/s set out in the Enrolment Application being the Parent/guardian(s) of the Student listed in that Agreement and if more than one, each of them jointly and severally.

“Catholic child” for the purposes of enrolment, is a child that is a member of the Catholic Church, usually established by a Certificate of Catholic Baptism or Reception certificate.

“CESLO” means the Catholic Education Sandhurst Limited Office – the leadership and management arm of CESL.

“CESL” is the abbreviated name for Catholic Education Sandhurst Limited, the governing body and operator of Sandhurst Catholic schools.

“School/college” means St Monica's Primary School, Wodonga, owned and operated by CESL.

“Disability”, in relation to a student, means:

- total or partial loss of the student's bodily or mental functions; or
- total or partial loss of a part of the body; or
- the presence in the body of organisms causing disease or illness; or
- the presence in the body of organisms capable of causing disease or illness; or
- the malfunction, malformation or disfigurement of a part of the student's body; or
- a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
- a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

“Enrolment Agreement” means the Agreement comprised of this Policy, the Enrolment Terms and Conditions, the Student Behaviour Policy incorporating the Parent/guardian Code of Conduct and Student Code of Conduct by which the Applicant agrees to be bound.

“Enrolment Application” means the application form for enrolment at the School/college in relation to the student.

“Executive Director” is the person holding the position of Executive Director of Catholic Education in CESL.

“Fee Schedule” means the list of fees published on the St Monica's Primary School, Wodonga website.

“Fees” means the annual fee per Student applicable for each year level in the St Monica's Primary School, Wodonga Foundation to Year 12 programs, payable in full per year, or in weekly, fortnightly, monthly, or quarterly instalments.

“Parent/guardians” refers to the parent/guardian/s of the student enrolled at the St Monica's Primary School, Wodonga and if more than one, each of them jointly and severally.

“Parish” refers to the administrative district typically having its own church and Parish Priest or Parish Administrator.

“The Principal” means the Principal of the St Monica's Primary School, Wodonga, or the Principal’s delegate.

“Student” means the child named in the Enrolment Application.

11. Review and Document Control

Document control / review information	
Responsibility	Executive Director of CESL
Approval authority	CESL Board
First Approved	March 2025
Reviewed	
Date of Approval	18 March 2025
Date of next review	March 2028

Appendix One – Priority Enrolment Criteria

Where enrolment applications exceed the positions available at the School/college, the following enrolment criteria will be applied to prioritise enrolment offers.

Primary School Enrolment Priority Criteria (F- 6)	
Priority 1	Children baptised in the Catholic faith who are members of the Parish.
Priority 2	Siblings of other children already enrolled.
Priority 3	Children baptised in the Catholic faith who are members of other parishes.
Priority 4	Children currently enrolled at the kindergarten co-located to the School/college.
Priority 5	Children of other Christian Churches and other faith traditions who, with their parent/guardians, respect and agree to support the Catholic mission of the School/college including the religious education it offers for their children.
Priority 6	Children who, with their parent/guardians, respect and agree to support the Catholic mission of the School/college including the religious education it offers for their children.
Secondary School Enrolment Priority Criteria (7 - 12)	

Priority 1	Children baptised in the Catholic faith who have completed primary education in a Catholic parish primary school and who live in the designated region which the School/college serves.
Priority 2	Children baptised in the Catholic faith who have completed primary education at a school other than a Catholic primary school and who live in the designated region which the School/college serves.
Priority 3	Children baptised in the Catholic faith from other regions where the designated school has no vacancies.
Priority 4	Siblings of other children currently enrolled who are not baptised in the Catholic faith, who with their parent/guardians, respect and agree to support the Catholic mission of the School/college including the Religious Education it offers for their children.
Priority 5	Children of other Christian Churches and other faith traditions who have completed primary education in a Catholic parish primary school and who live in the designated region which the School/college serves who, with their parent/guardians, respect and agree to support the Catholic mission of the School/college including the Religious Education it offers for their children.
Priority 6	Children who have completed primary education in a Catholic parish primary school and who live in

	the designated region which the School/college serves who, with their parent/guardians, respect and agree to support the Catholic mission of the School/college including the Religious Education it offers for their children.
Priority 7	Children of other Christian churches and faith traditions who have completed primary education in a Christian primary school or another faith-based school and who live in the designated region which the School/college serves who, with their parent/guardians, respect and agree to support the Catholic mission of the School/college including the religious education it offers for their children.
Priority 8	Children of other Christian Churches and faith traditions who, with their parent/guardians, respect and agree to support the Catholic mission of the School/college including the religious education it offers for their children.
Priority 9	Children who, with their parent/guardians, respect and agree to support the Catholic mission of the School/college including the religious education it offers for them.