



Enrolment Policy

Rationale

“Catholic Schools, in partnership with parents, in union with Christ's saving mission and communities, educate young people for participation in the Church and world communities today”.

Catholic schools educate young people in all dimensions of life by:

- Developing the whole person
- Encouraging a life long searching for truth
- Challenging students to servant relationships

Policy Statement

1. The Church has the responsibility of providing Catholic education for every Catholic child. This responsibility is partly fulfilled through the Catholic school.
2. All Catholic children should be eligible to be admitted to a Catholic secondary school irrespective of the school which they attend. However, Catholic children attending Catholic schools should be considered before other applicants for enrolment, providing their application is lodged in accordance with approved procedures.
3. Enrolment at Cardijn College is also open to non-Catholic families who desire their children to be educated in a Catholic School and support the ethos of the College.
 - a. Cardijn College recognises the uniqueness of each student.
 - b. Cardijn College has a preferential option for the poor and marginalised.
 - c. Cardijn College fulfils its mission in partnership with parents/guardians who are the first educators of their children.
 - d. Cardijn College has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
 - e. Cardijn College will accept all applications for enrolment.
 - f. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
 - g. Enrolment at Cardijn College will only be offered where the College has age-appropriate accommodation and the requisite resources to respond to any identified specific needs of the student.
 - h. Enrolment at Cardijn College does not guarantee enrolment in any other Catholic School.

Date approved: April 2016

Date of next review: April 2019

Related Policies: SACCS Enrolment Policy (2016)

Procedures

Enrolment guidelines

It is the responsibility of the Principal to enrol students into the school. In applying the following guidelines, the Principal may need to use his/her discretion in making final decisions:

1. Catholic children who have completed their primary education in one of the Noarlunga/Seaford/Willunga/Morphett Vale Parish primary schools.
2. Catholic children who have completed their primary education in any other Catholic school.
3. Non Catholic students who have completed their primary education in any Catholic School.
4. Non-Catholic students who have siblings at Cardijn.
5. Non-Catholic students in non-Catholic schools.

Other Enrolment guidelines

1. Enrolments must comply with Government entry age requirements.
2. Parents/guardians interested in enrolling their child at Cardijn College are to send a completed application form to the College office, along with the application fee, which is non-refundable and attachments as listed on the enrolment form.
3. Before an offer of a place is made parents/guardians and prospective students will be interviewed by the Principal or other member of the College Leadership Team, as appropriate.
4. The College fee structure will be sent to parents/guardians with the Prospectus and will be explained at the enrolment interview.
5. Before offering enrolment in a Catholic school it is important that the capacity of the school to respond to specific education needs of all its students is determined. Therefore:
 - a. The Principal shall ascertain whether the student has any special educational needs which will require differential resourcing if schooling is to achieve educational outcomes appropriate to the student's learning needs.
 - b. Where the student has a disabling condition, disorder or significant health care education, the Principal shall consult with the Special Education Consultant at CESA to ensure that the College has the resource capacity to make adequate provision for the student's specific educational needs.
6. Where an offer of a place is made, parents/guardians will be required to pay a deposit to secure this place. This fee will be deducted from the school fees in the year that the student commences at the College. This fee is only refundable for special circumstances and upon application to the Principal.

Date approved: April 2016

Date of next review: April 2019

Related Policies: SACCS Enrolment Policy (2016)