



Enrolment Policy

Rationale

The purpose of this policy is to articulate the position of the South Australian Commission for Catholic Schools in relation to the enrolment of children in Catholic Schools.

Catholic schools in South Australia welcome all Catholic families, as well as families from other churches and faith traditions, and non-religious backgrounds who are prepared to value and respect the ethos, values, liturgical and sacramental practices and traditions of the Catholic Church within the context of Cardijn College.

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 enrol into a Catholic school irrespective of the school which they attend providing their application is lodged in accordance with approved procedures. This includes lodging the enrolment application before the advertised closing date.
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 is committed to the inclusion of Aboriginal and Torres Strait Islander children where possible.
 - d. Parents are the primary educators of their children, particularly in the area of faith education. On choosing enrolment into Cardijn College parents enter into partnership with the school focussed on the child's faith development and education.
 - e. Cardijn College has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
 - f. Cardijn College will accept all applications for enrolment.
 - g. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
 - h. 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.

Date approved: May 2023

Date of next review: May 2026

Related Policies: [CESA Enrolment Policy](#) 2016
[Disability Discrimination Act](#) 1992, Amended 2018
[Disability Standards for Education](#) 2005
[Equal Opportunity Act \(SA\)](#) 1984

- i. Enrolment at Cardijn College does not guarantee enrolment in any other Catholic School.

Enrolment Guidelines

Enrolment Criteria

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. The Principal may delegate this responsibility to the appropriate senior leader. When considering making offers of enrolment, consideration is given to:

1. All children who have siblings at Cardijn College.
2. Catholic Children from families who are active parishioners in a Catholic Parish.
3. Catholic children who have completed their education in one of the Noarlunga/Seaford/Willunga/Morphett Vale Parish primary schools.
4. Catholic children who have completed their education in any other school.
5. Non-Catholic students who have completed their education in any Catholic School.
6. Non-Catholic children of alumni of Cardijn College.
7. Non-Catholic children in non-Catholic schools.

Enrolment Process

1. Application

- Enrolments must comply with Government entry age requirements.
- Parents/guardians interested in enrolling their child at Cardijn College are to submit the completed enrolment application form with the requested supporting documents and pay the enrolment application fee.

2. Enrolment Interview

- Before an offer of a place is made parents/guardians and prospective students will be interviewed by the Principal or their delegate.
- The College fee structure will be sent to parents/guardians and any changes to this structure will be communicated in advance.

3. Offer of Placement

- 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, or their delegate, 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 issues, the Principal shall consult with Catholic Education South Australia support staff to ensure that the College has the resource capacity to make adequate and reasonable provisions for the student's specific educational needs.
 - c. Cardijn College has an Inclusive Education Team to oversee the needs of students with diagnosed learning disabilities and difficulties.

- (a) An application for enrolment for a student with a disability will be considered on the same basis as all other enrolment applications and in accordance with the legal obligations of the Disability Discrimination Act (1992), the Disability Standards for Education (2005) and the Equal Opportunity Act (SA) 1984. Notwithstanding this, all Cardijn students have equal access to the education opportunities provided by the College.
- (b) The Marist Centre: The Marist Centre is specifically designed to support students with mild to moderate intellectual disabilities. The resources of the unit and the College are finite and a formal assessment of each student's application needs to be made in context of school suitability and capacity.

4. Acceptance of Offer

- 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.
- Where an offer of a place is made, parents/guardians must sign and agree to the items stipulated in the [enrolment contract](#).

5. Other

- Where the parents/caregivers have withheld knowledge or information pertinent to their child's educational needs, the College also reserves the right to terminate an enrolment where there are not sufficient resources to adequately support the child's needs
- The College reserves the right not to offer any child a place at the College or to defer the offer of a place where there are serious concerns about the suitability of the enrolment.

Responsibilities

The School Board will

- monitor and review the policy in accordance with educational and legal requirements

The School Leadership will

- ensure all applications for enrolment are considered in accordance with this policy
- ensure that the College is a welcoming and inclusive place to all staff, students, families and visitors
- ensure that staff leading enrolment interviews have had the necessary training and development
- ensure that College structures, processes and procedures are aligned with this policy

Parents will:

- support the enrolment policy
- recognise that education at Cardijn College is a partnership between the family and the College
- recognise that enrolment at Cardijn College is based on the principles outlined in the policy above