Catholic Education Commission Tasmania

Enrolment Procedure

Procedure No. 01:2026

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1 PURPOSE

The purpose of this procedure is to provide clarity of processes and procedures for Parents/Guardians seeking to enrol children in all Catholic Schools operating in the Archdiocese of Hobart under the CECT Enrolment Policy.

2 WHO DOES THIS PROCEDURE APPLY TO

This procedure applies to all Catholic schools that are covered by the CET system of schools registered with the Non-Government Schools Registration Board in accordance with *Education Regulations 2017* (Tas) Schedule 2.

3 POLICY PRINCIPLES

3.1 Each Catholic School is to publish, make available, or link to the CECT Enrolment Policy on its website for families to access in order to assist them with their consideration of Catholic Schools as their education provider of choice.

3.2 All Catholic Schools are required to operate under the CECT Enrolment Policy. All other school-based protocols are to be in alignment with the CECT Enrolment Policy.

3.3 Catholic Schools must take every opportunity to outreach to Catholic families through Archdiocesan Catechetical programs, parish structures and links with neighbouring government and independent schools. Through the implementation of the CECT Enrolment Policy, Catholic Schools must promote Catholic education, including through strategies such as promoting the CECT School Fees Assistance Policy, conducting open days, undertaking letter drops and publishing media releases.

3.4 In implementing the CECT Enrolment Policy, Catholic Schools should be mindful of the overarching Archdiocesan goal of increasing the Catholic cohort of Students whilst concurrently ensuring the viability and ongoing effectiveness of each individual Catholic School community.

3.5 In considering enrolment applications under the CECT Enrolment Policy, Catholic Schools are to ensure that applications are considered against the Enrolment Criteria and Basis for Discretion included in the policy in order to remain compliant with the requirements under section 51A(4) of the *Anti-Discrimination Act 1998* (Tas).

3.6 Where upon enrolment a Parent/Guardian has identified that their child has significant additional needs and the Catholic School has some questions about what constitutes reasonable adjustments, consultation with TCEO Student Support will occur.

3.7 In accordance with the *Education Act 2016* (Tas), children who are four years old on or before 1 January may be enrolled and attend Kindergarten in that year. Children who attains the age of five years on or before 1 January in any year must be enrolled at and attend a school in that year for Prep.

3.8 If a Student is not full time, permission needs to be sought from the Executive Director using the part time and dual enrolments forms for parents/principals.

3.9 All Catholic Schools must abide by the guidelines according to the *Disability Discrimination Act (DDA)* and *Disability Standards for Education (DSE)*.

DDA: https://www.legislation.gov.au/Details/C2018C00125

DSE: https://www.legislation.gov.au/Details/F2005L00767

4 PASTORAL CARE AND WELLBEING

Where there are concerns about the mental health and wellbeing of a Student, Catholic Schools are to respond in-line with the CECT's Student Behaviour and Wellbeing Policy. There are various strategies and processes in place to enable Catholic Schools and their Students to access support. This may include trauma counselling, student support services, accessing the Rainbows Program and other system initiatives and arrangements.

5 DESIGNATED ENROLMENT ENTRY POINTS

5.1 The designated entry points for all Catholic Schools are:

a) Kindergarten
b) Preparatory
c) Grade 7
d) Grade 11

5.2 Apart from these designated entry points for Catholic Schools, Parents/Guardians who transfer children into a Catholic School from outside the Catholic education system (especially in the upper primary years of schooling) may not receive preferential entry into a Catholic secondary college to the exclusion of the children currently enrolled in Catholic primary schools, notwithstanding the priority of their enrolment under Part 5 of the Enrolment Policy.

6 STUDENT TRANSFERS BETWEEN CATHOLIC SCHOOLS

6.1 Any acceptance of a Student transfer will occur only after consultation between respective Catholic Schools. The following practices are to be adopted when there is an application to transfer a Student between Catholic Schools within the Tasmanian Catholic education sector.

6.2 The Principal of the Catholic School of destination, on receiving an application for transfer, and prior to interview, will:

a) advise the Parents/Guardians of the prospective enrolee, that the Principal must inform the Principal of the Catholic School of origin of the application prior to interview, and
b) inform the Parents/Guardians that a consultation will occur between the Catholic Schools with regards to the application for transfer.

6.3 The Principal of the Catholic School of origin and the Principal of the Catholic School of destination will, at the earliest opportunity and within ten business days, confer to consider the application. Particular consideration will be given to the pastoral needs of the family and the potential impact that the transfer is reasonably likely to have on enrolment patterns across the Tasmanian Catholic system.

6.4 The Principal of the Catholic School of origin will not seek to prevent transfer in cases where it can be demonstrated that for genuine educational, pastoral or family reasons, the transfer will be in the best interests of the Student.

Examples of such reasons could include, but are not limited to:

a) relocation of the family home, or a change in family circumstances, and
b) where the continued enrolment of the Student in the Catholic School of origin may have serious negative effects on the Student's wellbeing in an academic, pastoral, or social sense.

Transition of Students with a Disability/Additional Needs and/or Humanitarian Entrants

a) Principals should ensure that there are transition plans and processes put in place to support Students (and families) with additional needs and/or Humanitarian Entrants prior to the transfer of that Student, and that all relevant information is transferred to the Catholic School of destination as soon as reasonably practicable.

7 UNRESOLVED ISSUES

In the event of a disagreement arising from the interpretation or application of this Procedure, the principles or operating guidelines, the matter shall be referred to the appropriate Principal Lead.

8 RECORD KEEPING

8.1 Records must be kept required for the length of time required by our legal requirements and records retention schedule.

9 COMPLIANCE (LEGISLATION AND OTHER DOCUMENTS)

9.1 Applicable legislative instruments containing overarching obligations:

Commonwealth Legislation

a) *Disability Discrimination Act 1992 (Cth)*

b) *Disability Standards for Education 2005 (Cth)*

c) *Privacy Act 1988 (Cth)*

Tasmanian Legislation

a) *Anti-Discrimination Act 1998* (Tas)

b) *Children, Young Persons and Their Families Act 1997* (Tas)

c) *Child and Youth Safe Organisations Act 2023* (Tas)

e) *Education Act 2016* (Tas)

f) *Education Regulations 2017* (Tas)

g) Listening Devices Act 1991

Other:

a) Catholic Education Commission Tasmania Privacy Policy

10 TERMS AND DEFINITIONS

Parents/Guardians means

a) the legal guardian of a child;
b) a person who has the care, control or custody of the child,
c) a person who acts in the place of a parent or guardian of a child and has done so for a significant length of time (e.g. Kinship Care).

Catholic School - for the purposes of Part 5 ('Enrolment Criteria') of this Policy, a Catholic School means all Catholic schools approved to operate in the Archdiocese of Hobart, including any early learning programs (e.g. SetUp, Early Learning Centres operated by a Catholic School).

For all other Terms and Definitions refer to the CECT Terms and Definitions document available on the CET website.

11 FURTHER INFORMATION AND ASSISTANCE

11.1 For further information and assistance in relation to this Procedure, please contact Advisor: Governance, Policy and Research policy@catholic.tas.edu.au

12 REVIEW OF THIS PROCEDURE

12.1 This Procedure will be reviewed every four years.

12.2 Updated versions of this Procedure will be available on the CET website and on request.