



Catholic Education Policy

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St Clare's College:
Pastoral Care and Wellbeing

Approved by:

Executive

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St Clare's Contact Officer

Assistant Principal Pastoral Care and Wellbeing

Rationale/Purpose

St Clare's College has a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need. No child is to be denied Catholic schooling simply because of an inability (as opposed to an unwillingness) of a parent/guardian, to meet financial requirements.

St Clare's College is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.

Those who choose St Clare's College for their children do so on the understanding that they respect and agree to support the Catholic identity of the school and acknowledge the importance of religious education for their children.

Policy

St Clare's College adheres to the Catholic Education Archdiocese of Canberra and Goulburn's Enrolments Policy. These policies can be accessed via the following link:

<https://cg.catholic.edu.au/parents/policies/>



This policy outlines the responsibilities of St Clare's College and the responsibilities of parents regarding student enrolment and attendance.

Procedures

Enrolment Procedures and Records

- At the time of enrolment of the child the following information is to be provided in order to progress the enrolment:
 - Proof of Australian Residency or Authority to Enrol (Australian Birth Certificate, Australian Naturalisation Certificate or Passport)
 - Proof of Parents citizenship if both parents are born overseas
 - Visa (Bridging, Temporary, Resident, Student)
 - Baptism Certificate (if applicable)
 - most recent school report
 - NAPLAN results
 - Medical Reports/Action Plan (if applicable)
 - Court orders (if applicable).

- Parents/carers will be asked to update student residential data at the beginning of each year. Student *Indemnity and Medical Forms* are distributed annually to all students in order to maintain currency of relevant information. This information is then recorded electronically by the relevant Support Staff member as soon as it is received.

- In order to maintain accurate student records it includes information with respect to: changes in the student's or parent or guardian's residence, parent access, parent home and work contact numbers, student's medical status,

- permission to publish student photographs in College publications and the College Website

- Year 7 enrolment applications are processed within the College and then the data for cross checking applications across the ACT Catholic system is provided to the Catholic Education Office for cross-checking with other Catholic Colleges prior to offers of placement being made to families. Priority is as provided by the Catholic Education Office Guidelines – [Enrolment – Catholic Education \(cg.catholic.edu.au\)](http://cg.catholic.edu.au). Catholic Secondary Colleges are not bound by zoning, applications can be received from anywhere in ACT and NSW. Interviews for Year 7 are at the Principal's discretion.

- Enrolments in Years 8 to 12 are considered according to the availability of places in particular year groups. Usually any student enrolling in Years 8 to 12 would be interviewed prior to the offer of a place.

- If we are made aware that a student applying for a place has a special learning need or a physical disability, the Learning Support Officer at the Catholic Education Office will be contacted by the Coordinator of the Student Support Team and an interview will be arranged with the Principal, the Catholic Education Office Officer, the SST Coordinator and the Principal prior to an offer being made. The purpose of this interview is to ensure that the College and the family are in agreement about the level of educational support or physical modifications to College facilities that can be provided to meet the particular needs of the student.



- Enrolment applications are submitted online through the College website.
- There is no automatic transfer of enrolments from Catholic Primary Schools however students in these schools would be considered high on the enrolment ranking scale.
- Where the number of applications exceeds the number of places available in any year group, a Waiting List will be established.
- The College does not offer places to Overseas Students as per the guidelines provided by the Catholic Education Office.

Unique Identification Numbers

- All Schools will be allocated a block of unique identification numbers (ID numbers). These ID numbers must be used by the school when enrolling a child.
- The unique identification number will also be used when a child is provisionally registered or registered for home education.
- This identifying number will remain the same throughout the child's education in the ACT even when the child changes schools, moves between the government and non-government sectors or is home educated at any point.

Keeping of registers and records of enrolments and attendances

- The Act provides for the keeping of registers and records of enrolment in schools and attendance at school in sections 99 and 100. Section 100 (1) (b) of the Act requires that a record of the attendance or non-attendance of a student must be kept for every day when the school is open for attendance.
- Attendance records must clearly show whether the child was present and if not, the reason for the absence in all cases.

Entering of data in registers of enrolment and records of attendance

- Enrolment information should be entered directly onto the System's record keeping system by the school. The Catholic Education Office has access to each school's data.
- A central register of enrolment and attendance is kept by the Directorate
- The College will use an electronic roll keeping system to enter and store attendance data. Daily attendance data will be uploaded from the attendance package into the school's administration database. Each day new student data will be uploaded into the attendance package.
- In order to maintain accurate records and monitor the daily attendance of students' staff are obliged to follow the school processes regarding student absence, lateness, leave and roll marking. These processes are outlined on the SEQTA homepage – Marking attendance in SEQTA.

Name under which a child is enrolled

- The entry of enrolment on the school's record keeping system must indicate the birth certificate name of the student. This is the name under which the student is officially enrolled



- If, however, one of the following conditions apply, a Principal can enrol students under an alternative name or change existing records to indicate the new name:
 - A signed consent from both parents, indicating approval to use the new name, is provided
 - A court order is provided authorizing the use of the new name
 - A statutory declaration is provided by the enrolling parent indicating that the child has had no contact with the other parent for a period of five years and his or her whereabouts is unknown
 - A signed consent from one parent and proof that the other parent is deceased. This can take the form of a statutory declaration by the enrolling parent or a death certificate
 - Proof of adoption
 - A birth certificate issued in the new name
- Where one of the above conditions cannot be met, no change of name is to be made and the parent requesting the name change is to be informed that no change will be made until one of the conditions can be met. In this instance the 'preferred name' field in MAZE can be updated however for all official documents such as school reports and awards the 'official' birth certificate name of the student is used.
- If a parent raises a concern about their child being known under another name with a Principal, the parent must be advised that a further change would only be made if there is a court order or written agreement of both parents.

Management of records

- Principals have a responsibility to ensure that records of all enrolments and attendance are made in accordance with Division 2 of the Territory Records Act 2002 which outlines agency responsibilities in relation to record management by making and keeping records and ensuring accessibility of information
- All records pertaining to enrolment must be available for inspection by an authorised person, on production of an authorised person's card. This is a legal requirement under Section 101 (1) of the Education Act 2004. The Principal must comply with such a request as failure to do so is a strict liability offence and may incur a fine. Other action may also be taken e.g. disciplinary action
- Section 101 (2) of the Act states that the Chief Executive of the Directorate or an authorised person may request access to stated information about enrolments or attendances of children at the school or course during a stated period of time. Principals must comply with such a request as failure to do so is a strict liability offence and may incur a fine
- Section 101 (3) of the Act states that an authorised person may make copies of the register of enrolments and attendances or any part of that register



- Principals are required, under Section 101 (4) of the Act, to take reasonable steps to assist the authorised person exercising his/her functions in regard to the inspection of registers of enrolment and attendance. Failure to do so is a strict liability offence and may incur a fine

References

Children and Young People Act 2008 (ACT)

<http://www.legislation.act.gov.au/a/2008-19/current/pdf/2008-19.pdf>

ACT Education Act 2004

<http://www.legislation.act.gov.au/a/2004-17/current/pdf/2004-17.pdf>

Territory Records Act 2002

<http://www.legislation.act.gov.au/a/2002-18/current/pdf/2002-18.pdf>

Education Options (other than school)

http://www.det.act.gov.au/_data/assets/pdf_file/0003/584364/Enrolment-Policy-updates.pdf

Post Year 10 Alternatives

http://www.det.act.gov.au/_data/assets/pdf_file/0003/584364/Enrolment-Policy-updates.pdf

Education Participation Requirements

http://www.det.act.gov.au/_data/assets/pdf_file/0003/584364/Enrolment-Policy-updates.pdf

Non-Government School Attendance

http://www.det.act.gov.au/_data/assets/pdf_file/0003/584364/Enrolment-Policy-updates.pdf

Forms

Application for Exemption from Attendance at School (ACT)