



1. COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting FCJ College, have a right to feel safe and be safe. The wellbeing of children our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

2. PREAMBLE

The Vision of FCJ College states:

FCJ COLLEGE is a Catholic Educational Community of Companions *living in faith, nurturing with hope, serving with compassion and fostering the unique giftedness of each person, so that they are able to live.....*

For God Always.

At FCJ College, we believe that:

- education is a partnership between the school, teachers, students and families, which involves a curriculum that offers students an authentic avenue to prepare themselves for the challenges of life ahead.
- we nurture, engage and encourage all students, in a safe, respectful and positive environment, to develop their gifts and become the best persons they can be.

3. RATIONALE

FCJ College Benalla lives out the FCJ charism, striving to make Jesus Christ known and loved by all. Our learning community identifies, values and develops the gifts of each young person and provides them with educational opportunities to experience personal success.

The purpose of this policy is to provide clarity of enrolment process for parents seeking to enrol their child in FCJ College Benalla. When considering the enrolment of students in FCJ College Benalla, parents/guardians should apply the principles contained within this document.

4. SCOPE

This Policy applies to all student enrolments at FCJ College Benalla.

5. DEFINITIONS

Catholic student: For the purpose of enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, established by a Certificate of Catholic Baptism.

Parents/Guardians: Includes the natural biological parents, carers or legal guardian of a student.

6. POLICY STATEMENT

It is FCJ College Benalla's policy that:

6.1 Inclusiveness

FCJ College Benalla welcomes enrolment enquiries from all families who seek a Catholic education for their children in Benalla and beyond. FCJ College Benalla is open and welcoming to all Catholic students, regardless of their background and needs, and will seek to do everything possible to accommodate a student's individual needs.

6.2 Students with Additional Learning Needs

Academic, intellectual or physical capacity and behaviour are not normally used as part of the enrolment decision-making process. Our College welcomes parents/guardians who wish to enrol their child with additional learning needs and will make all reasonable adjustments to accommodate the child's needs.

Dual enrolment within a specialist setting may also be explored where it is likely that this type of enrolment would best suit the needs of a student and their parents/guardians.

6.3 Interstate Students

When enrolling students whose previous school was interstate, the College uses the protocols of the Interstate Student Data Transfer Note as it is a mandatory requirement of the Australian Government.

6.4 International Students

International students on a Student Visa may only study with an institution and in a course, that is registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). FCJ College Benalla is not currently registered with CRICOS. If, in the future the College makes a decision to register with CRICOS, full fee paying overseas students (on a Student Visa) may only be enrolled in the College after the needs of 'local' students who are eligible for enrolment have been met.

6.5 Exchange Students

FCJ College Benalla welcomes the enrolment of exchange students whose families and host families respect and agree to support the Catholic identity of the school and acknowledge the importance of Religious Education for the student.

Exchange students may only be enrolled at the college after the needs of 'local' students who are eligible for enrolment have been met. Exchange students who enrol through an exchange agency are exempt from paying fees but are required to pay any on costs, such as computer hire, extracurricular activities and fees for subjects that attract additional costs e.g. Outdoor Education.

Applicants and their host families/exchange organisation are required to attend an enrolment interview prior to finalisation of the exchange student's enrolment.

6.6 Partnership between parents/guardians and school

FCJ College Benalla strives for strong partnerships with the families and the parishes it serves. Families who choose to enrol their children at FCJ College Benalla do so on the understanding that they respect and agree to support the FCJ and Catholic identity and ethos of the College. Families will be asked to recognise the importance of religious education for their children through supporting the prayer life and other religious celebrations and spiritual development opportunities.

6.7 Exercise of pastoral discretion in enrolment decisions

FCJ College Benalla stands in unity with those who are poor, disadvantaged or considered most at risk. Local pastoral discretion is an important element of decision making with regard to enrolment. Therefore, the College will exercise some flexibility where pastoral discretion is deemed necessary. Examples include:

- Family bereavement
- Family breakdown
- Family mobility
- Parent(s) or guardian(s) not in a position to fully support the education of their child
- Students in 'out of home care'.
- Children experiencing serious educational disadvantage
- Aboriginal or Torres Strait Islander background
- Refugee status
- Late applications as a result of special circumstances such as relocation

6.8 Enrolment Priority/Criteria

1. Children baptised in the Catholic Faith from a Catholic school
2. Children baptised in the Catholic Faith from a non-Catholic School
3. Siblings of current students at FCJ College Benalla
4. Baptised other Christian Faith tradition from a Catholic school
5. Non Baptised students, but have had the majority of their primary schooling in a Catholic School
6. Other Christian Faith students from a non-Catholic school or non-baptised
7. Non Baptised students but in a Catholic school for less than three years
8. None of the above – Principal's discretion.

6.9 Appeal Process

1. Appeals against a decision to decline enrolment shall be made to the Chair of FCJ College Council **within 14 days of receipt** of the letter declining enrolment, for consideration by the FCJ College Council who will act as an Enrolment Appeals Panel.
2. The Enrolment Appeals Panel is chaired by the Chair of FCJ College Council and will be convened to consider the appeal and any supporting material provided. The Panel may decide that the original decision is to be maintained or the decision is to be reversed or that a place in the school will be offered to the student with particular conditions

attached.

3. The FCJ College Chair will communicate the decision to the parents/guardian of the student in writing, together with a statement of reasons within 14 days of receiving the appeal.

6.10 School Fees

1. Parents/guardians are obliged to pay school fees in support of their child's education. However, the capacity to pay all or part of the school fees will not be a criterion for enrolment. If payment of full fees would cause unnecessary hardship, parents are invited to contact the Business Manager. Such arrangements will be kept confidential.
2. When a change in family circumstances occurs parents/guardians are required to contact the College **in writing** to inform of changes and how the school fees will be paid.
3. Parents/guardians acknowledge that all fees are to be paid in full if exiting the College at the end of the year. When exiting throughout the year, one terms notice must be given including payment of that term fees.

6.11 Parent and Student Responsibilities

It is important that parents/guardians understand their responsibilities in providing ongoing support for their child's Catholic education for their duration of their enrolment at FCJ College Benalla. In particular:

1. All parents/guardians enrolling their children in a FCJ College Benalla should complete the school's Application for Enrolment form and return it by the due date.
2. Parents/guardians must complete the Parent/Guardian Commitment, Financial Commitment sections of the enrolment form and the Request for Direct debit forms and ensure they are returned to the College.
3. It is expected that parents/guardians will support the College in the Catholic education of their children and involve themselves in the College life, undertaking to actively support their child by attending interviews, parent information sessions and other activities.
4. Parents should be aware that they are expected to support the philosophy of the College and that religious education classes and celebrations are an integral part of the Curriculum for all students.
5. FCJ College Benalla is a Child Safe school and has policies in place to create a Child Safe Culture. Refer to our website to view these policies.
6. As required by legislation, FCJ College Benalla is a Smoke Free Zone. [Tobacco Act 1987 and Tobacco Amendment Bill 2016](#).
7. Schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption from attendance or enrolment has been granted (Education and Training Reform Act). It is expected that a student maintains high levels of school attendance. School non- attendance will be recorded and monitored.
8. Students who have a pattern of unauthorised school non-attendance, particularly on days where there are College special activities or celebrations (e.g. College sport

carnivals, liturgies, Founders Day etc.), may be ineligible to apply for School Leadership positions.

9. It is expected that a child is to act at all times in accordance with the values of the College and that serious breaches in this regard could lead to a review of the enrolment
10. Parents/guardians must advise the Principal of any Court Order(s) that may exist in regard to the child, or any changes to such Court Order(s) and provide a copy of the Court Order(s) for the child's school file.
11. Understand that the College will only formally communicate with those who have signed the Application for Enrolment form.

7. LEGISLATION

This Policy is mandated by:

- *Disability Discrimination Act, 1992 – http://www.austlii.edu.au/au/legis/cth/consol_act/dda1992264/*
- *Code of Canon Law, Canons 96, 217 and 797 - http://www.vatican.va/archive/ENG1104/_P2N.HTM*
- *Victorian Registration and Qualifications Authority*
- *Victorian Curriculum and Assessment Authority*
- *Education and Training Reform Act 2006*
- *Education and Training Reform Regulations 2007*
- *Education and Training Reform Amendment 2010*
- *Education and Training Reform (School Attendance) Regulations 2013 Education and Training Reform Act – Child Safe Standards – Managing the Risk of Child Abuse in Schools, Ministerial Order No. 870*
- *Australian Education Act 2013*
- *Australian Education Regulation 2013*