



Doxa School Enrolment Policy

Introduction:

Doxa School is a registered Co-Educational Specialist setting, Catholic School which operates with the consent of the Bishop of the Catholic Diocese of Sandhurst and is owned and operated by Catholic Education Sandhurst (CES) Limited, where formation and education are based on the principles of Catholic doctrine, and where all staff members are outstanding in true doctrine and uprightness of life. It is registered for years 7-12 and to deliver VCAL Foundation to Senior.

Doxa School offers young people between the ages of twelve to eighteen an opportunity to reconnect with their education in a supportive learning community. This is enacted through individual learning plans developed in collaboration with the young person and their parent/carers.

Doxa School is a Specialist setting that works in partnership with students, parents/carers and mainstream schools to provide an opportunity for the young person to re-engage with their education by either returning to their referring school or to another vocational education facility.

Doxa School Bendigo is a Child Safe community committed to providing an environment that is true to the values of our school wide expectations: being **Safe, Kind** and **Curious**. All of Doxa School's policy and procedural documentation is underpinned by our **5 key Pillars of the Doxa School Model: Student-Centred Approach, Trauma Sensitive Practice, Social and Emotional Literacy, Choice Theory and our Catholic Identity**.

This Enrolment Policy is part of the Enrolment Framework approved by the Board of CES Limited (the Board) which must be followed by all Sandhurst Catholic Schools. The Enrolment Framework is available at www.doxabendigo.catholic.edu.au

1. Purpose

This policy sets out requirements for enrolment of domestic students at Doxa School.

2. Enrolment Principles

Doxa School welcomes enrolments from families of all faiths and non-religious backgrounds. Where enrolment interests exceed the number of placements available, Doxa School will give priority to enrolment of Catholic children as outlined in the [Enrolment Priority Criteria](#) approved by the Board.

Families who enrol their children at Doxa School do so on the understanding that they respect and agree to support the Catholic identity, ethos and mission of the school and acknowledge the importance of religious education for their children.

Doxa School strives to accommodate children with diverse needs. In cases where a child requires significant adjustments in order for an enrolment to be possible, Doxa School will consider its obligations arising from Disability Standards and related legislation; what is in the best interest of the child and whether the school can reasonably be expected to make the required adjustments to assist the child to take part in education courses and programs, on the same basis as a child without disability.

Enrolment is subject to the maximum capacity of Doxa School and enrolment criteria as outlined in this policy and the Doxa School Enrolment Procedures document. For those students not able to be offered enrolment, Doxa School will support their families in finding enrolment with another Catholic or State school or another educational organisation.

3. Enrolment requirements

It is expected that students seeking enrolment will normally reside in the designated parish or the agreed area that Doxa School serves. Students may be accepted for enrolment outside their parish or agreed area, which the school serves if there are demonstrable circumstances which significantly disadvantage the student and/or family should the enrolment not occur or if Doxa School meets their needs more appropriately than the student's designated parish school.

Consistent with Doxa School's mission and philosophy, all students seeking enrolment at Doxa School must meet the following enrolment criteria:

1. Students are aged between 12 and 18 years of age.
2. A high level of Absenteeism.
3. Evidence of disengagement from mainstream education such as professional assessments, academic achievement and pastoral care and wellbeing reports are produced to support an application.

Additional enrolment procedures apply to students to enrol at Doxa School as outlined in the Enrolment Procedures.

Where enrolment exceeds number of placements available, priority will be given to enrolment of Catholic students as outlined in the Enrolment Criteria.

Documentary evidence

You are required to provide particular information about your child during the enrolment process, both at the provisional application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, Doxa School may not be able to enrol your child.

Doxa School requires the following documents from parents/guardians for enrolment purposes:

1. evidence of the child's Australian citizenship or permanent residency or eligible visa details
2. birth certificate of the child
3. immunisation records and other health records
4. court orders, custody arrangements relating to the child

5. previous school reports
6. any documentation relating to specific medical, health, intellectual conditions that will enable the school to plan for the provision of reasonable adjustments to the learning environment or as required to meet additional enrolment criteria for enrolment at a Specialist School such as attendance records and relevant reports from school principal and health professionals.

4. Enrolment process

Doxa School enrolment process, including timelines and forms are published on the school website. The following enrolment related documents are published/available on our website:

[CES Limited Enrolment Framework](#)

[Doxa School Enrolment Policy](#)

[Doxa School Enrolment Procedure](#)

[Doxa School Enrolment Discernment Criteria for Enrolment in a Specialist Setting](#)

[Enrolment Agreement](#)

[Enrolment Priority Criteria](#)

[Positive Behaviour Support Policy](#)

5. Enrolment register

In accordance with requirements of the Education and Training Reform Regulations 2017 (ETR Regulations), Doxa School maintains a register of enrolments that contains at minimum the following information in relation to each student enrolled at the school:

1. The student's name, age and address
2. The name and contact details of any parent or guardian of the student
3. The date of enrolment of the student
4. The Victorian Student Number allocated to the student
5. The date that the student ceases to be enrolled at the school
6. Relevant medical history

The information collected during the process of enrolment will be stored, maintained and shared in accordance with the *Privacy Act 1988 (Cth.)*. A copy of the enrolment information will also be maintained in each student profile.

6. Enrolment register procedures

Doxa School collects enrolment data at the point of enrolling a new student. For all existing students, the school undertakes a process of confirming enrolment data, including health information and

emergency contact information. The process of confirming enrolments typically occurs at the end of an academic year. It is the responsibility of the parents/guardians to inform the school of any changes to the enrolment information as soon as practicable. It is the responsibility of the administration staff to collect, store and maintain enrolment information in the register in accordance with this Policy and procedures.

7. Roles and Responsibilities

Position/Roles	Responsibilities
CES Limited Board	Approves Enrolment Framework
Executive Director	Approves contextualisation of school enrolment policies and procedures Make decisions in relation to enrolment appeals as outlined in the Enrolment Procedures document.
School Principal	Ensure Doxa School Enrolment Policy and Procedure is aligned with CES Limited Enrolment Framework and implement the Framework. Make enrolment decisions as outlined in the Enrolment Procedures document.
Business Manager	Collect, store and maintain Enrolment information in accordance with Doxa School Enrolment policy and procedure. Provide prospective parents with the necessary information for the enrolment and admission processes.
Parents/guardians	Read and complete the Application for Enrolment Forms; the Enrolment Agreement, related Enrolment documents. Submit all requested information and disclose matters relating to the learning, emotional or physical needs of the applicant that may affect their education and notify the school of any changes to any enrolment information submitted as soon as practicable. Adheres to terms and conditions of the Enrolment Agreement.

Approvals	Description of revisions (s)
Responsibility for Policy	Executive Director School Principal
Approval Authority	CES Limited Board
Approval Date	October 2020
Date of next review	October 2021