



Enrolment Policy

School Context:

Doxa School Bendigo is a Child Safe community committed to providing an environment that is true to the values of our schoolwide expectations: being **Safe, Kind** and **Curious**. We promote care for all individuals in the school community and this is reflected in our support of students to learn, to understand and regulate their own behaviour so as to better access learning in a supported school environment

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**.

These pillars inform the **Basic Beliefs** we have regarding this Enrolment Policy, being that:

- Enrolment processes should be inclusive, open and respectful
- While places in our program are limited all who apply will be given the opportunity to be interviewed
- In discerning the merits of all applications, the needs of applicant as well as the needs of the whole school community will be considered along with all considerations of our Enrolment Discernment Criteria
- All applicants and their families will be listened to and heard
- The interview process will be undertaken in a Trauma Sensitive manner
- All aspects of the Doxa School program will be outlined for the applicant and their parent/carer
- All obligations of the school, of the applicant and of the parents/carers will be made clear at interview
- It will be made clear at interview that while we are a Catholic School we do not have a Fee structure

Principles:

- Those who choose to enrol in Doxa School do so on the understanding that they respect and agree to support the educational philosophy of the school.
- Doxa School has a particular responsibility to be inclusive in welcoming, accepting and supporting students who are marginalized, disengaged from learning or face other barriers to engagement in education.
- The Governor and the Stewards are the responsible authorities for Doxa School.

- The responsible authorities strive, as far as possible, to provide facilities for potential enrolments.
- Any State or Federal laws and Catholic Education Commission, or Department of Education and Early Childhood Development Guidelines and Policies in relation to school enrolment will be complied with.
- The Principal, in liaison with the Board of Management, Wellbeing Team and Teaching team will interpret the intent of this policy and its processes.
- Those who choose to seek enrolment understand that Doxa School has limited resources and capacity and may not be able to accommodate an enrolment based on numbers, staff –student ratio or specific resources required to support a particular student’s needs.

Enrolment team:

The Enrolment Team will determine the selection of students to enter the school at the first phase of the enrolment process with consideration given to the needs of the individual, resources of the school and current cohort of young people.

The membership of this group includes the Principal or Deputy Principal, and members from the Teaching and Wellbeing teams, as required.

The Enrolment Team will abide by the processes set down in the Doxa School Enrolment Processes and the established Enrolment Discernment Criteria.

Appendix 1: Enrolment Procedures

Related Documentation:

- Doxa School Bendigo: Enrolment Discernment Criteria



Enrolment Procedures

Application Process:

- Application documentation is sent to Central Victorian schools, relevant Government Departments and other organisations who work with youth, during term 3 of each school year. Documentation is sent to organisations or individuals on request.
- Applicants still connected to a school will have their school take responsibility for completing the application, with the support of the parents/carers and other professionals as appropriate.
- Applicants not connected to a school or other educational facility will have parents/carers take responsibility for completing the application, with the support of any professionals or organisations that are working with the applicant.
- Application documentation is detailed in order to gather all relevant information to enable Doxa School to make an informed decision regarding the appropriateness of a particular enrolment, based on our Enrolment Discernment Criteria.
- Applications are due during week 3 of term 4.

Interview Process:

- All applicants will be interviewed.
- Interviews will be conducted in weeks 4 and 5 of term 4.
- Interviews will be conducted by the Principal, Wellbeing Leader and Deputy Principal with other appropriate staff seconded to replace one of the aforementioned if unavailable.

The interview proceeds as follows:

- Interview Panel meets briefly with Parents/Carers, applicant and support person (from referring school or agency).
- The group splits up for a more detailed interview: a) Principal with Parents/Carers, b) Wellbeing Leader with applicant and c) Deputy Principal with support worker.
- Whole group reconvenes to finish the interview.

Discernment process:

- The Enrolment Panel will meet at the conclusion of the interview process after the last applicant is interviewed. All applicants will be considered and a cohort of students chosen in accordance with our Enrolment Discernment Criteria.
- All parents/carers and applicants will be informed of the panel's decision in a timely manner by direct phone contact.