

Enrolment Policy

1 Preamble

- 1.1. Cabra Dominican College (**the College**) is a co-educational Catholic school in the Dominican tradition, which offers an exceptional co-educational experience for students in Years 7-12. The College is committed to providing students with a well-rounded education, focused on the current and future needs of each young person. Our hope is that our students will become confident, capable, well-educated young people of faith, optimism, courage and joy, intent on creating a better world.
- 1.2. This policy applies to all parents, legal guardians or caregivers (referred to as **parents** for convenience) seeking enrolment at Cabra Dominican College and the staff involved in the enrolment process.

2 Cabra's educational program

- 2.1. The College currently provides a school curriculum for students:
 - (a) Year 7 to Year 10 based on the *Australian Curriculum, Keeping Safe: Child Protection Curriculum, Crossways Religious Education Curriculum* (or equivalent if superseded).
 - (b) Years 11 and 12 based on the South Australian Certificate of Education (or equivalent if superseded).
- 2.2. The College also offers the St Mary's Unit (SMU) which is specifically designed to offer support for students assessed with mild to moderate intellectual disabilities to participate and access mainstream schooling based on their cognitive, social and emotional capacity to do so. The SMU:
 - (a) is not a separate enrolment to Cabra, and thus students who access support through the SMU need to abide by the same policies and processes as all Cabra students; and
 - (b) offers a maximum of four Year 7 enrolment places annually.
- 2.3. This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the College, including specifically the College's approach to inclusivity.

3 Aim and Key Principles

- 3.1. Through this policy, the College aims to:
 - (a) Promote a Catholic Education in the Dominican tradition and ethos, and a learning environment where students are educated, and their individual gifts and talents are nurtured.
 - (b) Maintain an open and fair procedure for students seeking enrolment to the College.
 - (c) Ensure the procedure for enrolment to the College is fair, transparent and not unlawfully discriminatory.

- (d) Explain clearly to prospective parents the College's enrolment process and responsibilities (from enquiry to enrolment).
- (e) Ensure that the College can provide for the educational needs of all its students in a manner that reflects the College's duty of care obligations.
- (f) Ensure the College complies with its commitments to supporting students with differing and varying needs, including by making reasonable adjustments where appropriate, and providing a pastoral and learning environment that supports their disabilities/learning difficulties.
- (g) Comply with the requirements of the *Education and Early Childhood Services (Registration and Standards) Act 2011* and *Education and Children's Services Act 2019* (as amended or replaced from time to time), and other relevant legislation.
- (h) Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunisation and visa status (for further detail, refer to clause 15).

3.2. To assist in achieving the above aims, the College has allocated the following responsibilities:

Position/Roles	Responsibilities
Board	<ul style="list-style-type: none"> Ensure the College meets its legal and regulatory responsibilities – including those which relate to inclusivity. Review and endorse this policy. Review and set the annual tuition fees on an annual basis and otherwise as required.
Principal	<ul style="list-style-type: none"> Establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration, the College's Constitution and other applicable legislation. Final decision-maker in relation to enrolment decisions.
Registrar	<ul style="list-style-type: none"> Ensure compliance with this policy. Provide prospective parents with the necessary information about the enrolment processes.
Parents	<ul style="list-style-type: none"> Read and comply with this policy. When seeking enrolment of a prospective student, complete the application for enrolment form as contained in the College's enrolment documentation (available on the College's website). Disclose their child's needs (including those which are diagnosed, undiagnosed and suspected), or all relevant/required documentation to support the diagnosis of a learning disability or difficulty (E.g. Reports from Allied Health Professionals such as educational psychologists, Individual Education Plans/Personal Plan for Learning, etc.) information which may otherwise be relevant to the College providing an education to the child, the child's welfare, or the education and welfare of other students.

4 Entry Points

- 4.1. The main enrolment entry point into the College is traditionally Year 7.
- 4.2. Places of enrolment are offered at other levels if vacancies exist.
- 4.3. Parents may apply for a place at the College for their child up until the closing date for the Year 7 intake, for the application to be considered in the first round of enrolment application meetings.
- 4.4. In determining the school-readiness of a child, which is assessed against the College's commitment to inclusivity, the following are examples of factors that will be considered:
 - (a) Separation: Is the child ready to separate from the parent for a day? Is the child able to self-regulate/manage without 1:1 support?
 - (b) Physical independence: Can the child manage their toileting, eating, own clothes and belongings independently on a regular basis?
 - (c) Education: Has the child completed a primary education in another mainstream or special educational practice?
 - (d) Social maturity: Is the child ready to be part of a large group of students? Can the child interact with other students and adults? Can the parent and the child cope with a wide cross-section of the community with different ideas and behaviours?
 - (e) Communication: Is the child able to communicate assertively and effectively (such as seeking assistance when required)?
 - (f) Language: Is the child able to communicate sufficiently in order to be understood (including with staff and other students during class and in the break periods)?
 - (g) Flight risk and safety: Given the College campus is not secured with locked gates, does the child present a flight risk?
 - (h) English as an Additional Language or dialect (**EALD**) students must demonstrate satisfactory English skills, as determined by screening tests and any pre-enrolment interview, to ensure a prospective student will be able to meaningfully benefit from the College's education program.

5 Eligibility Criteria

- 5.1. To be eligible for enrolment, the prospective student must be either:
 - (a) an Australian citizen;
 - (b) entitled to stay in Australia, or enter and stay in Australia without limitation (for example, students who hold a permanent or temporary visa except students who hold a Student Visa Subclass 500); or
 - (c) deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

6 Open entry policy

- 6.1. The College has an open entry policy and welcomes applications from all families seeking a Catholic education for their child/ren, including families from other churches and faith traditions, and non-religious backgrounds who are prepared to value and respect the ethos, values, liturgical and sacramental practices and traditions of the Catholic Church within the context of the College.
- 6.2. However, the College may:
- (a) Determine enrolments based on its ability to provide educational services to the particular student.
 - (b) Apply the priorities for enrolment are set out in clause 7.9(e) of this policy.

7 Application Process

Get informed

- 7.1. Before submitting an application for enrolment form, families of prospective students are encouraged to:
- (a) Browse the College's website.
 - (b) Review this policy, and other policies and procedures available on the College's website, to fully understand the vision, mission and values that will frame a student's Catholic education at the College.
 - (c) Book a Principal tour of the College and receive a Prospectus.
 - (d) Request or download an application for enrolment form.

Submit an application

- 7.2. An application for enrolment may be made by submitting a completed application for enrolment form with all supporting documentation.
- 7.3. An application for enrolment form must be accompanied by:
- (a) Any required documentation as indicated in the form (including the child's birth certificate or if born overseas, a copy of the child's immigration visa subclass number or Australian citizenship certificate, recent NAPLAN results, recent school reports, up-to-date copies of documents relating to the child's relevant needs (E.g. Psychological/educational assessments, Allied Health Provider reports), Individual Education Plan or Personalised Learning Plan (where applicable), and any relevant court and parenting orders).
 - (b) A non-refundable enrolment application fee is payable at the time an application for enrolment is made, to cover the College's administrative costs in managing the enrolment process.
 - (c) A completed Authority to Exchange Information form.

- (d) Evidence of the family's Catholic faith or desire for the prospective student receiving a Catholic education in the Dominican tradition. Examples of such evidence include:
 - i. Baptism Certificate, if this applies.
 - ii. Sacraments received (as evidenced by copies of sacramental certificates), if this applies.

- 7.4. Submitting the application for enrolment form and paying the enrolment application fee, does not guarantee an enrolment application meeting or place at the College.
- 7.5. Rather, the application process enables the College to receive information from a range of sources – including the prospective student and the prospective student's parents, current school and former school(s) – which is used to assist the College in:
 - (a) considering whether it can meet the child's behavioural, educational and welfare needs (including with regard to the College's duty of care obligations); and
 - (b) deciding whether to exercise its discretion to offer a place of enrolment.
- 7.6. Each completed application for enrolment form and accompanying documents will be considered by the College on a case-by-case basis.
- 7.7. Parents will be contacted if further or updated documentation or details are required in order to progress the application.

Waiting lists and priority of enrolment

- 7.8. The College ultimately has discretion whether to place a prospective student on the College's waiting list, offer an enrolment application meeting or offer a place of enrolment.
- 7.9. In exercising that discretion, the College takes into account a range of criteria, including but not limited to the following:
 - (a) The enrolment criteria as set out in this policy and below.
 - (b) The date a fully completed application for enrolment form and application fee is received (noting incomplete applications will not be processed).
 - (c) The information disclosed in the application for enrolment form.
 - (d) The child's pre-enrolment interview and if applicable, any assessments or testing (including psychometric and behavioural assessment).
 - (e) Whether the child is eligible for a priority offer of enrolment as:
 - i. set out elsewhere in this policy;
 - ii. a result of their Catholic faith as a child of a practising Catholic family who has demonstrable and active links to their Catholic faith community (such as children attending a Catholic parish primary school), and/or who are prepared to support the ethos and values of Catholicism in the Dominican tradition;
 - iii. alumni, or children of alumni of the College; or

- iv. a sibling of a current student (noting that siblings will be prioritised provided an application for enrolment form is submitted within 26 months of the start of the school year they are due to commence);
 - v. a current student of a Catholic school, in a rural community, interstate or overseas, and whose family is transferring;
 - vi. the child's behavioural history.
 - vii. whether the values and beliefs of the child's family align with the vision, mission and values of the College.
- (f) The starting year level of the child and whether this aligns with the main year level entry point at the College.
- (g) The College's capacity, as an inclusive school, to support a prospective student's relevant needs in the College environment (see below).
- (h) The merits of the application, prospective student's suitability for enrolment at the College, and individual circumstances and practical implications including the:
- i. number of students currently enrolled at the College;
 - ii. prospective student's family circumstances (including the willingness of the student and their parent to comply with the College's policies and procedures);
 - iii. reasonableness of the adjustments required to facilitate the prospective student's education at Cabra;
 - iv. College's resources and capacity to deliver an education to the student in accordance with its educational model;
 - v. prospective student's willingness and ability to comply with the College's behavioural standards;
 - vi. prospective student's willingness and ability to derive a benefit from the College's educational model;
 - vii. prospective student's school-readiness;
 - viii. willingness of each family to endorse the College's vision, mission and values; and
 - ix. any other considerations set out in this policy.

7.10. Applications received after the closing date are placed on the College's waiting list if there are no vacancies available at the time of submission.

8 Enrolment Application meeting

8.1. If and when appropriate, the College will invite a prospective student and their parents to attend an Enrolment Application meeting with a member of staff. The College typically aims to conduct Enrolment Application Meetings where possible, 24-months prior to the prospective student's start date.

8.2. For families seeking entry to the College, this interview will:

- (a) enable the College to understand the prospective student's strengths, weaknesses, individual needs, as well as what they and their family can contribute to the life of the College;
 - (b) provide insights into the learning programs, approaches, facilities and services offered at Cabra, to enable the prospective student and their family to better understand the College's educational program;
 - (c) where appropriate, discuss the recommended learning adjustments currently accessed by the prospective student; and
 - (d) explore the capacity for a strong partnership between home and the College.
- 8.3. Prior to the interview, families will be asked to provide the College with a number of documents, including a copy of the prospective student's current school reports (if applicable) and other assessment documentation.
- 8.4. During the interview, or shortly afterwards, prospective students may be required to undertake assessments or testing (including psychometric and behavioural assessments)
- 8.5. Prospective students will be interviewed, either in person or by telephone, Zoom, Microsoft Teams or other platforms as appropriate.
- 8.6. Attending a pre-enrolment interview does not guarantee a place at the College and is not an offer of enrolment.
- 8.7. After attending the pre-enrolment interview, the prospective student's application will be reviewed and parent will be notified in writing if an offer of enrolment is being made.
- 8.8. If for any reason in the College's absolute discretion the College forms the opinion, as a result of the pre-enrolment interview, that it would be inappropriate for a child to be enrolled at the College, the College may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).

9 Offer of enrolment

- 9.1. At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student.
- 9.2. Any decision regarding a prospective student's enrolment will be conveyed in writing.
- 9.3. In some circumstances, the College may extend an invitation for unsuccessful families to remain on the College's waiting list. It is not the College's practice to disclose a prospective student's place on the waiting list or provide specific feedback regarding the timing of an offer of enrolment (or, where no offer is made, the reasons for this).
- 9.4. An offer of enrolment may be accepted in the form approved by the College from time to time, subject to the following:
- (a) An offer of enrolment will not be accepted until both parents (or where supported by a court order or otherwise agreed at the College's absolute discretion, one parent) have completed and signed the Acceptance of Offer of Enrolment and agreed to and signed the College's Terms and Conditions of Enrolment and Parent Code of Conduct and any

other terms set out in the offer of enrolment (including payment of the Enrolment Acceptance fee and return of requested documents by the stated deadline).

- (b) Acceptance of the offer must be provided by the close-by-date communicated in the offer of enrolment.
- (c) Acceptance of an offer must be accompanied by payment of the non-refundable Enrolment Acceptance fee. A portion of the non-refundable Enrolment Acceptance fee will be a rebate, applied to the enrolled student's tuition fees in the year they commence.
- (d) An offer may be withdrawn by the College, regardless of the availability of places where:
 - i. Information provided to the College is found to be withheld, false or misleading.
 - ii. There is a significant change in the circumstances of the student or their family, which impacts the College's capacity to reasonably accommodate the student.
 - iii. The offer of enrolment is not accepted on the terms provided by the College.
 - iv. The Principal exercises their reasonable discretion to withdraw the offer.

9.5. Parents acknowledge that an offer of enrolment is not transferrable or deferrable.

9.6. Details about all the College's tuition fees and course levies, and other charges and levies, imposed by the College for that school year (collectively, the **School Fees**) and the terms on which School Fees must be paid are set out in the Terms and Conditions of Enrolment published by the College. A copy of the current Terms and Conditions of Enrolment will be accompanied with the enrolment offer.

9.7. If parents accept an offer of enrolment but the child does not subsequently begin schooling at the College, the parents will forfeit the Enrolment Acceptance fee and any tuition fees paid in advance to the College.

10 Refuse or Vary an Offer of Enrolment

10.1. Parents must notify the College in writing if they wish to refuse or vary an offer of enrolment. This must occur by the date stated in the offer of enrolment, otherwise fees will be payable in accordance with the Terms and Conditions of Enrolment.

10.2. Parents who wish to vary the date of entry for their child's enrolment (either to another date in the same school year), understand that:

- (a) Notice must be given to the College in accordance with clause 10.1.
- (b) The College in its absolute discretion may or may not agree to that request.
- (c) Should a place be available for their child to commence enrolment at a later date of entry, parents must sign an updated copy of the College's Terms and Conditions of Enrolment and otherwise comply with the College's enrolment requirements at that time.
- (d) The College may or may not in its absolute discretion require the payment of a further Enrolment Acceptance Fee.

11 Appealing an enrolment decision

- 11.1. Parents may appeal an enrolment decision in accordance with the College's *Community Grievances Policy*. A copy of the College's *Community Grievances Policy* can be found on the website.

12 Period of enrolment

- 12.1. Once an offer of enrolment has been made and accepted, a child's enrolment is ongoing and will remain in place until such time as:
- (a) a child's enrolment is withdrawn or otherwise ends in a manner provided for in the College's Terms and Conditions of Enrolment; or
 - (b) a child completes a Year 12 education at the College (which is either the day after the completion of all Year 12 final exams, or any College graduation function/event which Year 12 students are ordinarily invited to by the College, whichever occurs later).

13 Orientation

- 13.1. Orientation and induction take place for all new students and their families, and includes:
- (a) An Orientation Day.
 - (b) Student orientation on commencement.
 - (c) Information sessions and feedback opportunities.

14 The College's commitment to inclusivity

- 14.1. The College is an inclusive school and welcomes students and other members of the school community - including parents and staff - with a varying range of academic, behavioural, cultural, lifestyle, and religious needs. The College has a Diverse Learning Team (**DLT**) that oversees the College's support for the relevant needs of students with disabilities, learning difficulties and needs.
- 14.2. In this policy, a child's relevant needs include any needs which a child has (or has had) which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare of others). A child's relevant needs may relate to (amongst other things) allergies, health conditions, physical or intellectual disabilities (whether diagnosed, undiagnosed or suspected), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.
- 14.3. Whilst the College is committed to inclusivity, and compliance with applicable legal obligations, the College is not necessarily able to cater to every prospective student's relevant needs (including when having regard to the particular needs to the broader student cohort).
- 14.4. The College must be satisfied that it is equipped to adequately respond to a student's relevant needs, and ensure they are able to meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's relevant needs (and the child's level of school-readiness, if applicable). This consideration is both in

relation to an individual child and also, broadly with regard to the College's resources and capacity to support the needs of a cohort of students.

- 14.5. The College also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. Whilst the College will comply with its legal obligations, the College may not be able to facilitate an enrolment in circumstances where:
- (a) A child poses a threat or presents a risk of harm to a member of the College community (including staff, students and parents).
 - (b) The child exhibits behaviours that significantly interfere with, or compromise with the teaching and learning experiences of others in the classroom, or social integration in the College grounds, including when off campus, at any College-related activity, in the College's online environments and while representing the College.
 - (c) The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
 - (d) The child does not have or does not effectively respond to strategies or supports recommended from qualified medical professionals, to assist the child to self-regulate and best support their positive experiences at school.
- 14.6. Accordingly, prior to an offer of enrolment being made parents must inform the College of all relevant needs a prospective student has.
- 14.7. If a parent fails to promptly inform the College of a student or prospective student's relevant needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the College and the family of an enrolled student. In such circumstances the College, in its absolute discretion, may refuse to make an offer of enrolment (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Terms and Conditions of Enrolment).
- 14.8. Where a parent promptly informs the College about a student or prospective student's relevant needs, or any significant change in those needs, the College will act in accordance with applicable laws and its Terms and Conditions of Enrolment.

15 Register of Enrolments

- 15.1. The College keeps a register of enrolments of all students who have been enrolled at the College. The register includes the following information:
- (a) Name, age, date of birth and residential address of student.
 - (b) Parent names and contact details.
 - (c) Date of enrolment.
 - (d) Medical and allied health information for emergency management purposes.
 - (e) Emergency contact details.
 - (f) Sacramental information.
 - (g) If applicable: Home care arrangements, court orders, transfer records.

(h) Date of leaving the College and details concerning student's departure, where appropriate.

15.2. The register is retained for a period (in accordance with the College's *Record Management Policy*) after the student leaves the College, and copies of information in the register are transferred to offsite secure storage after a period of time.

16 Revision Record

Document Title	Enrolments Policy						
Document Type	Policy						
Document Date	June 2025						
Process Owner	Principal						
Contact	Dr Helen Riekie						
Approval Authority	Board						
Review Date	2027						
Policy Distribution	Teams (Staff)	✓	Website (Public)	✓	SEQTA (Parents / Students)		Boardtrac ✓
Revision History	Edition Number		Date		Description of change		
	1		2019		NA		
	2		2021/2022		Significant rewrite		
	3		Dec 2024		Updated in 2023 due to legislation change – Piper Alderman		
	4		April 2025		Significant re-write. Policy now includes the procedure. Advice from Russell Kennedy Lawyers		