

DOMINIC COLLEGE

A Catholic School in the Salesian Tradition



ENROLMENT POLICY

Date	March 2023
Responsible Position	College Leadership Team
Approved By	College Board
Next Review Date	March 2026
Related Documents	Enrolment Application Enrolment Offer Enrolment Acceptance General Terms and Conditions Exclusion from School Policy

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1. OUR PHILOSOPHY

Dominic College is a K-10 independent Catholic co-educational College owned and governed by the Salesians of Don Bosco. It is a Christ-centred learning community founded in the Salesian and Dominican traditions. The policies of the College, underpinned by the Gospel values, serve to promote the dignity and uniqueness of each human person.

The four central pillars in the Charter for Salesian Schools encapsulate Don Bosco's vision and guides the College in all aspects of school life. We are:

- A HOME that welcomes
- A SCHOOL that prepares for life
- A PARISH that evangelises
- A PLAYGROUND where friends meet and enjoy themselves.

Enrolment at Dominic College is an invitation to parents to work in authentic partnership with the College to develop their children as young people of faith, in a Catholic community of friendship and in an environment committed to educational excellence.

Priority enrolment will be offered on the basis of the faith of the applicant and their family, on previous ties with the College, the family's relationship with the College and broader Church and in particular, the needs of the family, the applicant, and the College.

2. ENROLMENT PRINCIPLES

- The College works with and shares the common goals of the local mission of the Catholic Church; enrolment principles and practices are therefore aligned to and congruent with the Archdiocese of Hobart Enrolment Policy and guidelines.
- Students will only be accepted into the College, and the enrolment sustained, if parents and students are prepared to actively support the life, ethos, identity, directions, and policies of the College.
- The enrolment process is an opportunity for the College and families of applicants to discuss and reflect on mutual values.
- The selection of students and ongoing maintenance of the student's enrolment will be made by the College in terms of the needs of the College, its ability to cater for the needs of the prospective or enrolled student, other students, staff, and other people at the College and in compliance with relevant State and Federal legislation.
- The Catholic purpose and identity of the College promotes equity and accessibility to enrolment. The acceptance of applications from economically disadvantaged families will be dependent upon the capacity of the College to support the number of such families enrolled or making enrolment.

- In the event of transfer applications from other Catholic schools, parents will be made aware that consultation will occur between schools and transfer from their current Catholic school will be on the recommendation of the Principal of their school of origin and at the discretion of the Principal of Dominic College.
- Applications for enrolment can be submitted at any time for any year level, however, priority will be determined by the date the application was lodged and whether the student meets one or more of the criteria for enrolment detailed in this policy.
- All enrolment applications must be supported by the relevant, and any requested, documentation. The acceptance of an enrolment application will not guarantee an enrolment interview or an offer of enrolment, irrespective of the date of lodgement of the application.
- Enrolment will depend on a number of factors which may include the academic and social balance of the students currently enrolled, the gender ratio, availability of spaces, the ability of the College to provide a suitable pattern of studies, the capacity of parents and the student to support the ethos and expectations of the College.
- The Principal has the discretion to accept students as a matter of priority who are deemed to have special circumstances, especially those who are in some way disadvantaged or marginalised.
- Enrolment is ultimately at the discretion of the Principal; the College reserves the right to take into account the College's ability to serve the educational needs of each child applying for enrolment.
- Enrolment is subject to families accepting and fulfilling the General Terms and Conditions at Dominic College.
- Where year levels are oversubscribed for enrolment, a fair and equitable waitlist system will operate based on the date of application, enrolment priority criteria and the discretion of the Principal.
- Discontinuation of enrolment of students by the College will be undertaken in alignment with the College's Exclusion Policy.
- The College will consult with parents and students where appropriate to do so about any issues which may impact on prospective or continuing enrolment, and parents/guardians are required to co-operate with reasonable consultation and provide accurate and relevant information on an ongoing basis to ensure the information is current.

3. ADDITIONAL NEEDS

Additional needs are particular needs of the student that are not required by the majority of students and which may exist because of a medical condition or educational/learning/behavioural difficulty/status. Additional needs might require adjustments to be made to the way the College provides services to the Student.

Depending on the additional needs, the College may not be reasonably able to accommodate the student's additional needs. This may be for a number of reasons including:

- The impact on the student, other students, teachers, or other people at the College;
- The cost would create an unjustifiable hardship. The cost involved in providing specialised skills not otherwise available, additional staff, additional facilities or modifying existing facilities may not be possible because of funding availability. Charging parents additional fees to compensate for the cost may not be reasonable but is an option that the College would consult with parents about;
- The impact on the reputation of the College and other existing or future enrolments in cases where the additional needs relate to behavioural issues which is inconsistent with the College ethos and values.

Examples of where additional needs may not be able to be accommodated may include:

- Physical behaviours which may cause unreasonable risks to the health and safety of teachers and other students such as biting, punching, and /or throwing objects, swearing, threatening, or intimidating language or gestures, harassment, or stalking;
- External behaviour that might result in police charges;
- Learning difficulties or extension which may require additional staff, staff with particular skills or for particular staff to work additional hours.

Where additional needs cannot be reasonably accommodated, the student may not be accepted for enrolment or an existing student's enrolment may be terminated.

4. MAIN ENROLMENT ENTRY POINTS

Dominic College operates on a resource base to meet the educational needs of a specified enrolment number; the College seeks to keep student numbers close to this target.

Dominic College has two main entry points of enrolment: Kindergarten and Year 7. All Catholic schools in the Hobart area work co-operatively in the matter of Kindergarten and Year 7 enrolments to ensure that applicants are given due consideration and the broadest opportunity to find a place in a Catholic school.

KINDERGARTEN ENTRY POINT

Priority for enrolment at Dominic College at Kindergarten Entry Point is given to students whose applications are lodged on or before the annual closing date (published on the College website and in the broader community) and who meet one or more of the following criteria which are listed in order of priority:

- Children of practising Catholic families

- Baptised Catholics
- Siblings of children already attending Dominic College or who previously attended the College
- Children of Old Scholars of the College
- Children of employees of the College
- Children attending Dominic Early Learning Centre (DELC) and/or Dominic College Launch into Learning Program
- Children from Orthodox or other Christian denominations
- Siblings of children enrolling concurrently in other year levels at the College

KINDERGARTEN ENROLMENT REQUIREMENTS

In accordance with State Government legislation, children entering Kindergarten must be four years of age on or before 1st January in the year of commencement.

A child who does not satisfy the school starting age requirements can only be accepted for early entry into Kindergarten (or Prep) if they meet the criteria prescribed by the State Government. For further information, refer to the Tasmanian Department of Education website (Ministerial Instruction No 15 Early Entry to School):

<https://publicdocumentcentre.education.tas.gov.au/library/Document%20Centre/Ministerial-Instruction-No-15-Early-Entry-to-Schools.pdf>

YEAR 7 ENTRY POINT

Students who are already enrolled at Dominic College will receive automatic entry into the next year. Therefore, students completing Year 6 at Dominic College will have a guaranteed place reserved in Year 7 the following year.

When spaces remain after automatic entry, priority for enrolment at Dominic College at Year 7 Entry Point is given to students whose applications are lodged on or before the annual closing date (published on the College website and in the broader community) and who meet one or more of the following criteria which are listed in order of priority:

- Children of practising Catholic families
- Baptised Catholics
- Siblings of children already attending Dominic College or who previously attended the College
- Children of Old Scholars of the College
- Children of employees of the College
- Children attending a Catholic Primary School
- Children from Orthodox or other Christian denominations

- Siblings of children enrolling concurrently in other year levels at the College.

OTHER ENTRY POINTS: PREP-YEAR 6 AND YEAR 8-10

Applications for enrolment can be submitted at any time for Prep-Year 6, and Year 8-9. Enrolments will not be accepted for Year 10 except in extenuating circumstances and at the discretion of the Principal.

For entry into Prep, a child must be five years of age on or before 1st January in the year of commencement. A child who does not satisfy the school starting age requirements can only be accepted for early entry into Prep (or Kindergarten) if they meet the criteria prescribed by the State Government. For further information, refer to the Tasmanian Department of Education website (Ministerial Instruction No 15 Early Entry to School):

<https://publicdocumentcentre.education.tas.gov.au/library/Document%20Centre/Ministerial-Instruction-No-15-Early-Entry-to-Schools.pdf>

Flexibility regarding commencement ages in other year levels may be considered in the case of interstate transfers where the student has already enrolled in an equivalent year level, noting in particular that the names for different year levels may vary from State to State.

5. TRANSITION OF YEAR 10 STUDENTS TO YEAR 11 ENTRY POINT

Guilford Young College is the senior extension of Dominic College for Years 11 and 12. Whilst operating as separate schools, the Colleges are aligned in a single, exclusive coeducational pathway for Dominic students.

Dominic College works collaboratively with Guilford Young College to transition, as far as possible, its full Year 10 cohort into Guilford Young College to commence Year 11.