

Schools

DOCUMENT OWNER	Director of Schools		
SCHOOL ACTIONS	System policy: Schools are to ensure their practices are consistent with this policy. A local policy is not required.		
APPROVAL DATE	October 2021		
APPROVED BY	CSO Leadership Team		
LAST REVIEW DATE/S	May 2018	NEXT REVIEW DATE	2024
RELATED DOCUMENTS	Enrolment of Students on Visas Policy Overseas Student Enrolment Package		

## Purpose

This procedure provides a process for systemic schools from the Diocese of Maitland-Newcastle to follow to ensure appropriate governance is maintained for our students who move to Australia for short or longer periods of time who are eligible to receive education. The only visa subclass where the holder will be ineligible for enrolment, at this time, is a subclass 500 (Overseas Student). All other students on a visa are eligible to apply for enrolment at their local Catholic school.

## Scope

This procedure applies to all systemic schools in the Diocese of Maitland-Newcastle. When an overseas family holding visas apply for enrolment at the school, this procedure will become the process to use before enrolment is confirmed.

## Responsibilities

### Principal

The Principal of the school is required to contact, the Director's Unit at the Catholic Schools Office (CSO) so that validation of any visa subclass may be made. She/he needs to provide to the CSO the subclass of the visa provided and the expiry date that is evident on the visa.

If the visa identifies that its holder is eligible for enrolment the Principal may:

- Discuss with the family if enrolment availability exists in the school
- Follow all normal enrolment requirements (e.g.: including SWD students processes)

Before this occurs approval will be given by the Assistant Director. If the Assistant Director does not give the approval for the enrolment the principal will decline the enrolment application and inform parent/guardian.

### Director's Unit

The CSO's contact person will liaise with the principal and verify the validity of the Visa provided to the school. She/he will subsequently confirm the eligibility of the enrolment that will enable decision by the principal to pursue the enrolment further.

## Step by Step

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Unit at the CSO to validate the visa and ascertain whether nonwealth recurrent funding and eligibility for enrolment into a

