

APPLICABLE TO	All diocesan schools		
DOCUMENT OWNER	Directors 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	May 2018		
APPROVED BY	CSO Leadership Team		
LAST REVIEW DATE/S	New	NEXT REVIEW DATE	2020
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, at the Catholic Schools Office (CSO) their Assistant Director 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.

Assistant Director

The Assistant Director 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

When an enquiry is made regarding a prospective enrolment of a student on a visa:

1. The school will contact the Assistant Director of the CSO to validate the visa and ascertain whether the student is eligible for State/Commonwealth recurrent funding and eligibility for enrolment into a systemic school.
2. A student holding a visa subclass 500 is ineligible, at this time, to be enrolled into a systemic school within the Diocese of Maitland-Newcastle.
3. Following confirmation from the CSO that the student is eligible for enrolment, instructions will be provided to the school in relation to:
 - a. Whether the student may be enrolled and local fees only are to be scheduled,
 - b. Whether the student is ineligible for State/Commonwealth funding but may still be enrolled into the school (ie: Visitors, Tourist Visas). In this case the CSO will schedule full-fees. On receipt of payment from the parent/guardian the CSO will pay the local fees to the school after invoice has been provided.
4. Full fee paying students are ineligible to receive English as a Second Language/Dialect (EALD) funding.
5. The school maintains a copy of the visa and any further documentation at school.
6. If a short term enrolment can be provided by the school (i.e.: Visitor or Tourist visa – 13 weeks of education) a letter from the Principal will be provided stating the beginning and end date of the enrolment. In this case the student must be excluded from the school after the 13 week enrolment period has concluded.
7. Any family who seek further enrolment via a bridging visa must not be given approval until this is done by the Assistant Director. In some cases a bridging visa does not allow further eligibility for education in Australia while in others, continued education may be approved until a new substantive visa is confirmed.
8. If at a future time overseas students are again eligible for enrolment refer to the 'School Checklist – Enrolment of Overseas Students' which is found in the document "Enrolment of Overseas Students: School Package Support Material".

Legislative/Professional Guidelines

Education Service for Overseas Student Act 2000 (ESOS Act)

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code)