Melbourne Archdiocese
Catholic Schools

# Dual Enrolment Procedures

for MACS Schools

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Catholic Schools

## 1. Purpose

To outline the circumstances and processes for enrolling a student at a Melbourne Archdiocese Catholic Schools Ltd (MACS) school while they are also participating in another recognised form of education in a manner that meets compulsory schooling requirements and serves the best interests of the child.

## 2. Scope

These procedures apply at all MACS schools, including specialist schools operated by MACS subsidiary Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS) and school boarding premises operated by MACS schools.

This policy applies to dual enrolment arrangements between a MACS school and a Victorian Registration and Qualifications (VRQA) registered setting. i.e. specialist school setting.

Requests relating to the partial enrolment of students registered for home schooling are outside the scope of this policy.

## 3. General principles

- Under the *Education and Training Reform Act 2006* (Vic) and the Education and Training Reform Regulations 2017 *(*Vic), school enrolment and attendance is compulsory for children and young people aged 6 to 17, unless an exemption from attendance and/or enrolment has been granted in accordance with the Exemption from School Attendance and Enrolment processes.
- Dual enrolment arrangements must be lawful, documented and reviewed at least annually.
- Where dual enrolment occurs, the combined educational provision must meet full-time equivalent requirements.

## 4. Procedures

### 4.1 Dual enrolment

**Context**

Dual enrolment is an arrangement where a student is enrolled in two registered schools simultaneously, with a combined enrolment equating to 1.0 full-time equivalent (FTE).

This is most commonly a formal arrangement that enables students with disability or additional learning needs to attend both a mainstream school and a specialist school at the same time, provided the student meets the enrolment and eligibility requirements of the specialist school. Dual enrolment may also apply in other circumstances. For example, where a student attends a mainstream school while undertaking subjects through Virtual School Victoria (VSV) – to give students access to a broader range of educational experiences and support services.

Dual enrolment does not include a combination of home education and enrolment at a MACS school.

**Process**

4.1.1 The enrolment process for dual enrolment students is the same as for all students. All enrolment decisions are made in accordance with relevant Australian and Victorian legislation.

4.1.2 Dual enrolment is subject to all MACS enrolment requirements, including signing the *Enrolment Agreement* and the *Code of Conduct – Parents and Carers* and *Code of Conduct – Students*.

4.1.3 Both schools, in partnership with parents and carers, will agree on the student's attendance arrangements across each setting.

4.1.4 Both schools will establish agreed protocols for communication, information sharing and planning, including joint Program Support Group (PSG) processes.

4.1.5 The school where the student spends the greater proportion of their time will convene the PSG and invite the principal of the other school, or their nominee.

4.1.6 Dual enrolment arrangements will differ in structure, supervision and regulatory oversight depending on the settings involved. Principal approval must reflect the specific requirements and obligations of the relevant education model.

### Complaints

Where concerns arise about any aspect of the dual enrolment process, families may lodge a complaint in accordance with the *Complaints Handling Policy*. Details are available on the school website and at macs.vic.edu.au.

## 5. Definitions

Definitions of standard terms used in this policy are available in the Glossary of Terms and should be used where applicable.

**Compulsory school age**

The age range during which a child is legally required to participate in schooling in Victoria, being from 6 years of age until completion of Year 10 or attainment of 17 years of age, whichever occurs first.

**Distance education**

Education delivered remotely by a registered school or approved registered provider, where instruction and learning occur primarily outside a physical school campus.

**Educational suitability**

An assessment of whether an educational arrangement supports the student's learning, wellbeing, development and engagement.

**Enrolment period**

The portion of time during which a student is enrolled at and expected to attend a MACS school under an approved enrolment arrangement.

**Full-time equivalent education**

An educational program that, when considered across all approved education providers, satisfies compulsory schooling requirements.

**Parent or carer responsibility**

The obligation of a parent or carer to ensure a child meets compulsory schooling requirements and attends approved education programs.

**Registered education provider**

A school, distance education provider, or alternative education organisation approved or registered by the relevant regulatory authority.

**School leadership team**

The principal and senior leaders responsible for educational oversight and decision making within a school.

**Selective or specialist program**

An educational program offered outside the school that addresses specific learning, therapeutic, cultural or developmental needs.

**Student wellbeing**

The social, emotional, physical and mental health of a student, including their sense of safety, belonging and engagement in learning.

**Withdrawal of approval**

A decision by a school to discontinue a dual enrolment arrangement where it is no longer appropriate, lawful or in the best interests of the student.

# 6. Related policies and documents

## Supporting documents

Enrolment Agreement for MACS schools
Enrolment Application Procedures for MACS Schools
Code of Conduct – Parents and Carers
Code of Conduct – Students

## Related MACS policies and documents

Attendance Policy for MACS Schools
Child Safety and Wellbeing Policy
Complaints Handling Policy for MACS Schools
Concessional Fee Program Procedures (Primary schools only)
Consent to Transfer Information Form
Consent to Share Information with Third Parties Form
Duty of Care Policy for MACS Schools
Privacy Policy
Privacy Collection Notice – Students and Parents
School Complaints Handling Policy and Procedures
Student Behaviour Support Policy for MACS Schools
Student Health Support Policy

# 7. Legislation and standards

*Education and Training Reform Act 2006* (Vic)
Education and Training Reform Regulations 2017 (Vic)

# 8. Policy information

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| **Sponsoring executive** | Director Education Excellence |
| **Policy owner** | Chief of Regional Operations |
| **Approving authority** | Director, Education Excellence |
| **Assigned board committee** | Education Strategy and Policy |
| **Approval date** | 4 July 2026 |
| **Risk rating** | Extreme |
| **Review by** | September 2030 |
| **Publication** | CEVN, school website |

POLICY DATABASE INFORMATION

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| **Assigned framework** | Enrolment |
| **Supporting documents** | Enrolment Application Procedures<br>Enrolment Variation Procedures<br>Concessional Fee Program Procedure<br>Complaints Handling Policy for MACS Schools<br>Recordkeeping Policy for MACS Schools<br>School Community Safety Order Scheme – Internal Review Process School |

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| | Suspension Negotiated Transfer and Expulsion of Students Procedures |
| **Superseded documents** | Enrolment Agreement – Template for primary schools<br>Enrolment Agreement – Template for secondary schools<br>Enrolment Application Form – Template for primary schools<br>Enrolment Application Form – Template for secondary schools<br>Enrolment Policy – Template for primary schools<br>Enrolment Policy – Template for secondary schools<br>Enrolment Procedures for MACS Schools<br>Enrolment Variations Guidelines<br>Student Acceleration and Retention Policy<br>Student Acceleration and Retention Policy for MACS Schools |