



## ENROLMENT FACT SHEET

### CLAIMING PREFERENCE

When parents apply to enrol a child the principal must inform them that if they wish to claim preference and have not yet done so, they need to obtain a preference certificate. To do this they visit their parish priest, or other person designated by the Bishop (diocesan offices will let schools know who is eligible to sign this certificate). If appropriate, arrangements for paying the attendance dues may be made at the same time. In secondary schools, arrangements about attendance dues are often made by the principal on behalf of the Proprietor.

If a preference certificate has been refused and the parents wish to appeal the matter, either directly or through the principal, the application (found in Resources section) can be referred to the Proprietors' Office (or the Diocesan Education Office). The director of the office, or whoever is the appointed appeal authority in the diocese, makes whatever investigation is necessary (including consulting the parish priest, if appropriate) and makes a ruling or seeks a ruling from the Bishop. The parish priest or delegated person who originally refused the certificate is normally informed whenever a preference certificate is issued on appeal.

No student can be enrolled as a preference student unless the principal has received a preference certificate signed by a parish priest or other approved signatory.

Please see over page for preference of enrolment process.

## ENROLMENT PROCESS – PREFERENCE STUDENTS

