



Enrolment Policy

1.0 Rationale:

At Catherine McAuley College, as a Mercy School living in the Spirit of Catherine McAuley and following the model of Jesus are dedicated to our Touchstone Statement.

'Inspiring members of our community to be learners impelled to thrive and serve'

The purpose of this policy is to provide clarity of enrolment process for parents seeking to enrol their child in Catherine McAuley College. When considering the enrolment of students in Catherine McAuley College, parents/guardians should apply the principles contained within this document.

2.0 Definitions:

Catholic student: For the purpose of enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, established by a Certificate of Catholic Baptism.

Parents/Guardians: Includes the natural biological parents, carers or legal guardian of a student.

Parish: For the purpose of enrolment, the 'parish' is the local parish as defined by its geographical boundaries.

3.0 Policy Statement:

This Policy applies to all student enrolments at Catherine McAuley College.

3.1 Inclusiveness

Catherine McAuley College welcomes enrolment enquiries from all families who seek a Catholic education for their children in Bendigo. Catherine McAuley College is open and welcoming to all students, regardless of their background and needs, and will seek to do everything possible to accommodate a student's individual needs.

3.2 Students with a Disability or Additional Learning Needs

It is unlawful for the College to discriminate against a student on the ground of that student's disability, or a disability of any of the other student's associates, by refusing or failing to accept the student's application for admission as a student; or in the terms and conditions on which it is prepared to admit the person as a student. However, it is not unlawful to refuse or fail to accept a person's application for admission as a student in an educational institution where the person, if admitted as a student by the College, would require services or facilities that are not required by students who do not have a disability and the provision of which would impose unjustifiable hardship on the College. *Disability Discrimination Act 1992 (Cwlth)*.

Catherine McAuley College does not use academic, intellectual or physical capacity and behaviour as part of the enrolment decision-making process. Our College welcomes parents/guardians who wish to enrol their child with a disability or additional learning needs and will make all reasonable adjustments to accommodate the child's needs.

Dual enrolment within a specialist setting may also be explored where it is likely that this type of enrolment would best suit the needs of a student and their parents/guardians.

3.3 Interstate Students

When enrolling students whose previous school was interstate, the College uses the protocols of the Interstate Student Data Transfer Note as it is a mandatory requirement of the Australian Government.

3.4 International Students

International students on a Student Visa may only study with an institution and in a course that is registered with the commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Catherine McAuley College is not currently registered with CRICOS. If, in the future the College makes a decision to register with CRICOS, full fee paying overseas students (on a Student Visa) may only be enrolled in the College after the needs of 'local' students who are eligible for enrolment have been met.

3.5 Exchange Students

Catherine McAuley College welcomes the enrolment of exchange students whose families and host families respect and agree to support the Catholic identity of the school and acknowledge the importance of Religious Education for the student.

Exchange students may only be enrolled at the college after the needs of 'local' students who are eligible for enrolment have been met. Exchange students who enrol through an exchange agency are exempt from paying fees but are required to pay any on costs, such as computer hire, uniform, extracurricular activities and fees for subjects that attract additional costs e.g. Outdoor Education.

It is a policy of the College that only students who are staying with families of current Catherine McAuley College families are able to attend as exchange students. Applicants and their host families/exchange organisation are required to attend an enrolment interview prior to finalisation of the exchange student's enrolment.

3.6 Partnership between parents/guardians and school

Catherine McAuley College strives for strong partnerships with the families and the parishes it serves. Families who choose to enrol their children at Catherine McAuley College do so on the understanding that they respect and agree to support the Mercy and Catholic identity and ethos of the College. Families will be asked to recognise the importance of Religious education for their children through supporting the prayer life and other religious celebrations and spiritual development opportunities.

3.7 Exercise of pastoral discretion in enrolment decisions

Catherine McAuley College stands in unity with those who are poor, disadvantaged or considered most at risk. Local pastoral discretion is an important element of decision making with regard to enrolment. Therefore, the College will exercise some flexibility where pastoral discretion is deemed necessary. Examples include:

- Family bereavement
- Family breakdown
- Family mobility
- Parent(s) or guardian(s) not in a position to fully support the education of their child
- Students in 'out of home care'.
- Children experiencing serious educational disadvantage
- Aboriginal or Torres Strait Islander background
- Refugee status
- Late applications as a result of special circumstances such as relocation

3.8 Enrolment Priority/Criteria:

1. Children baptised in the Catholic Faith from a Catholic school
2. Children baptised in the Catholic Faith from a non-Catholic School
3. Siblings of current students at Catherine McAuley College
4. Baptised other Christian Faith tradition from a Catholic school
5. Non Baptised students, but have had the majority of their primary schooling in a Catholic School
6. Other Christian Faith students from a non-Catholic school or non-baptised
7. Non Baptised students but in a Catholic school for less than three years
8. None of the above – Principal's discretion.

3.9 Parent and Student Responsibilities

It is important that parents/guardians understand their responsibilities in providing ongoing support for their child's Catholic education for their duration of their enrolment at Catherine McAuley College . In particular:

1. All parents/guardians enrolling their children at Catherine McAuley College should complete the school's Application for Enrolment form and return it by the due date. A non-refundable enrolment deposit is required upon submission of the application.
2. Parents/guardians must complete the Parent/Guardian Commitment, Financial Commitment and Request for Direct debit forms and ensure they are returned to the College.
3. It is expected that parents/guardians will support the College in the Catholic education of their children and involve themselves in the College life, undertaking to actively support their child by attending interviews, parent information sessions and other activities.
4. Parents are expected to support the philosophy of the College and that Religious Education classes and celebrations are an integral part of the Curriculum for all students.
5. Catherine McAuley College is a Child Safe school and has policies in place to create a Child Safe Culture.

6. As required by legislation, Catherine McAuley College is a Smoke Free Zone. [Tobacco Act 1987 and Tobacco Amendment Bill 2016](#).
7. Schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption from attendance or enrolment has been granted (*Education and Training Reform Act*). It is expected that a student maintains high levels of school attendance. School non-attendance will be recorded and monitored.
8. Students who have a pattern of unauthorised school non-attendance, particularly on days where there are College special activities/celebrations (e.g. College sport carnivals, liturgies, Mercy Day etc.), may be ineligible to apply for School Leadership positions.
9. It is expected that a child is to act at all times in accordance with the values of the College and that serious breaches in this regard could lead to a review of the enrolment
10. Parents/guardians must advise the Principal of any Court Order(s) that may exist in regard to the child, or any changes to such Court Order(s) and provide a copy of the Court Order(s) for the child's school file.
11. Understand that the College will only formally communicate with those who have signed the Application for Enrolment form.

3.10 School Fees

1. Parents/guardians are obliged to contribute school fees in support of their child's education. However, the capacity to pay all or part of the school fees will not be a criterion for enrolment. If payment of full fees would cause unnecessary parent hardship they are invited to contact the Finance office. Such arrangements will be kept confidential.
2. When a change in family circumstances occurs parents/guardians are required to contact the College **in writing** to inform of changes and how the school fees will be paid.
3. Parents/guardians acknowledge that all fees are to be paid in full if exiting the College. When exiting throughout the year, one terms notice must be given including payment of that term fees.

4.0 Duty of Care

Catherine McAuley College is a Child Safe School. We owe all students a duty of care to take reasonable measures to protect them from risks of injury that should have been reasonably foreseen. All on and off-site activities require appropriate supervision and greater measures may need to be taken for younger students or students with disabilities to meet this duty of care. The College's risk assessment procedures and emergency management plan provide the processes for ensuring the above is achieved.

5.0 Minimum Standards

The College monitors its compliance with the minimum standards in line with Ministerial Order 870 in an ongoing manner.

6.0 Legislation:

This Policy is mandated by:

- Disability Discrimination Act, 1992 –
http://www.austlii.edu.au/au/legis/cth/consol_act/dda1992264/
- Code of Canon Law, Canons 96, 217 and 797 -
http://www.vatican.va/archive/ENG1104/_P2N.HTM
- Victorian Registration and Qualifications Authority
- Victorian Curriculum and Assessment Authority

7.0 Related Policies, Procedures and Forms: