



# Enrolment Policy

## 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 specify the requirements of the enrolment process for parents seeking to enrol their child at Catherine McAuley College. When considering the enrolments of students at Catherine McAuley College, parents/carers should apply the principles contained within this document.

## Definition:

### *This policy applies to:*

- **Catholic Student:** For the purpose of enrolment in a Catholic school, a child is considered to be a Catholic if they are a member of the Catholic Church, established by a Certificate of Catholic Baptism.
- **Child:** refers to the potential student for whom the application is made.
- **Parents/carers:** Includes the natural biological parents, carers or guardian of a student.
- **Parish:** For the purpose of enrolment, the 'Parish' is the local Parish as defined by its geographical boundaries.

## Commitment to Child Safety:

Catherine McAuley College is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making.

Catherine McAuley College has zero tolerance for child abuse.

Catherine McAuley College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention is paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved at Catherine McAuley College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

## Policy Statement:

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

Catholic Education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic

understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

Parents/Carers, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents/Carers must assume a responsibility for maintaining this partnership by supporting the College in furthering the spiritual and academic life of their children. All of Catherine McAuley College Policies and Codes are in accord with Mercy Education Limited and various associated Catholic, State and Federal governing authorities.

### **1. Documentary Evidence**

In order for a student to be considered for a place at Catherine McAuley College, an Enrolment Application must first be submitted by the parent/carer of the child to the College. The information required in respect to this application is limited to the following:

- Names and addresses of the child and parents/carers; telephone numbers (home, work, mobile) of parents/carers.
- The provision of a birth certificate for the child.
- The immunisation history of the child (to meet the requirements of the Victorian Registration and qualifications Authority (VRQA)).
- The Religious denomination of the child including whether the child has been baptised Catholic.
- All relevant pastoral and academic history is provided with associated testing, assessments, reports and notes. If relevant information is not presented, or irregular the College has the right to refuse or cancel enrolment.
- Parents/carers 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. These should be submitted with the Acceptance of Enrolment form.

### **2. Enrolment Priority Criteria**

Following the provision of an Enrolment Application, the College shall consider the application in line with the following order of priority:

1. The capacity of the College to accept students;
2. Catholic children who are attending a Catholic Primary School;
3. Catholic children who are attending a local Primary School;
4. Whether a sibling of the child is currently a student of the College;
5. Non-Catholic children currently attending a Catholic Primary School;
6. Other Christian children who attend a local Primary School;
7. Other Christian children who reside outside the local area;
8. Non-Christian children who attend a local Primary School;
9. Non-Christian children who reside outside the local area.

### **3. 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) and 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

#### 4. Parent and Student Responsibilities

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

1. All parents/carers enrolling their children at Catherine McAuley College should complete the College's Enrolment Application form and return it by the due date.
2. Enrolment Acceptance and Financial Commitment and Direct Debit Forms will be issued by the College.
3. Parents/carers must complete the Parent/Carer Commitment, Financial Commitment and Request for Direct Debit forms and ensure they are returned to the College along with a non-refundable enrolment deposit of \$250.
4. It is expected that parents/carers 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/Carer Information Sessions and other activities.
5. Parents/carers are expected to support the educational philosophy. This includes the learning activities and programs implemented by the College. Religious Education classes and celebrations are an **essential part of the Curriculum and compulsory for all students**.
6. It is expected that parents/carers and students act in accord with values of the College and operate within the framework of the College's relevant **Code of Conduct**. Catherine McAuley College Student Code of Conduct is in accord with College policies and values and is informed by the Catholic Education Melbourne Pastoral Care Policy 2.26. In accordance with these policies, serious breaches could lead to a review of the enrolment as detailed in the Home Handbook.
7. Catherine McAuley College is a Child Safe school and has associated policies located in the Child Safe Documents on our College website for more information.
8. 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.

9. Students who have a pattern of unauthorised school non-attendance, particularly on days where there are College special activities/celebrations (e.g. College sports carnivals, liturgies, Mercy Day etc.) may be ineligible to apply for School Leadership positions.
10. Understand that the College will only formally communicate with those who have signed the Application for Enrolment Form.

## 5. 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 child's individual needs.

Families who enrol their child(ren) at Catherine McAuley College do so on the understanding that they respect and agree to support the Catholic identity, ethos and mission of the school and acknowledge the importance of religious education for their children.

## 6. Students with a Disability or Additional Learning Needs

Catherine McAuley College strives to accommodate children with diverse needs. In cases where a child requires significant adjustments in order for an enrolment to be possible, Catherine McAuley College will consider its obligations arising from the Disability Standards and related legislation, what is in the best interests of the child and whether the College can reasonably be expected to make the required adjustments to assist the child to take part in education course and program, on the same basis as a child without disability. *Disability Discrimination Act 1992 (Cwlth)*.

Catherine McAuley College does not discriminate on any grounds. As a Mercy College we welcome Parents/carers 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/carers.

## 7. 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.

## 8. 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, 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.

#### 9. 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 College 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 the 'family fee' but are required to pay any 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 students 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.

#### 10. Enrolment of Students During the School Year

Catherine McAuley College is sensitive to the research regarding students changing schools. If a student seeks enrolment at the College during the year, the following considerations will occur:

- How the change of school during the year will impact the student;
- What resources and supports may be required to assist the student when they commence;
- What subject options and availability exists for the potential student.

It is the preference for the College to welcome new students (subject to available positions) at the commencement of each term. Term 4 enrolments will not be accepted.

The College will retain provision to support students and families who are currently attending a Catholic School outside of a 60 km radius and seeking relocation.

#### 11. Waiting Lists

In the event where a Year Level is full and/or the timeline to support a student enrolment has not been met, the College will:

- Invite interested parties to place their name on a waiting list;
- Take a non-refundable deposit of \$250 to hold a place on the waiting list;
- Request all enrolment paperwork including past reports, external supporting documentation and references;
- Request pre-enrolment PAT testing session where students will undertake PAT M and PAT R testing.

If a position becomes available, and the wait list candidates have met the requirements outlined above:

- The College Registrar will contact the applicant (in order of wait list entry) to offer an enrolment interview.

From this point forward, the standard enrolment process will be followed. Applicants should understand that the timeline from this point may be up to 3 weeks if all enrolment processes are adhered to.

## 12. Partnership between parents/carers and the College

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. This is further supported by the documents referenced 4.2.6.

## 13. School Fees

1. Parents/carers 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/Carer hardship, they are invited to contact the Business Manager to discuss possible support options. Such arrangements will be confidential.
2. When a change in family circumstances occurs Parents/carers are required to contact the College in writing to inform of changes and how the school fees will be paid.
3. Parents/carers 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.

## 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.

## Minimum Standards

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

## Legislation:

*This Policy is mandated by:*

- *Disability Discrimination Act, 1992 -*  
[http://www.austlii.edu.au/au/legis/cth/consol\\_act/dda1992264/](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](http://www.vatican.va/archive/ENG1104/_P2N.HTM)*
- *Victorian Registrations and Qualifications Authority*
- *Victorian Curriculum and Assessment Authority*

**Related Policies, Procedures and Forms:**

- Student Code of Conduct
- Parent Code of Conduct
- Behaviour Management Policy
- Learning & Teaching Policy
- Child Safe Policy
- School Fee Collection Policy
- School Fee Collection Procedure
- Catholic Education Sandhurst Limited – [Enrolment Framework](#)
- Catholic Education Sandhurst Limited – [Enrolment Delegations Manual](#)

<b>Date Last Reviewed:</b>	March 2022
<b>Policies folder</b>	Enrolment and Admin/Enrolment Policy
<b>Staff Handbook Section</b>	Administration/Enrolment