



# Enrolment Policy

## 1.0 Rationale

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 Bendigo.

## 2.0 Scope

This policy applies to all students and families of Catherine McAuley College Bendigo. Catherine McAuley College Bendigo is a Catholic secondary school which operates with the consent of the Bishop of the Catholic Diocese of Sandhurst and is owned and operated by Mercy Education Ltd.

## 3.0 Policy Statement

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 Bendigo Policies and Codes of Conduct are in accord with Mercy Education Limited and various associated Catholic, State and Federal governing authorities.

## 4.0 Enrolment Requirements

An Enrolment Application must first be submitted by the parent/carer of the child to the College. Lodgement of the enrolment application does not guarantee enrolment at the College. If relevant information is not presented or if irregular information is provided the College has the right to refuse or cancel enrolment. Each enrolled student will be entered in the student database under the name recorded on their Birth Certificate unless legal documentation with an amended name is provided.

### 4.1 Documentary Evidence

The information required in respect to this application is limited to the following:

- Child's name, age and address as well as the name and contact details of the parents/carers.
- Baptism evidenced by a baptism certificate.
- Birth Certificate for the child.
- Immunisation record history and other health records.
- Previous pastoral and academic history with associated testing, assessments, reports and notes. Including any documentation relating to specific medical, health, additional needs that may need the College to provide reasonable adjustments to the learning of the child.

- Court Order(s), custody arrangements relating to the child.
- Evidence of the child's Australian citizenship or permanent residence or eligible visa details. (If applicable. i.e. the child is born outside of Australia).
- 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.

## 4.2 Enrolment Priority Criteria

The College shall consider an enrolment 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.

## 4.3 Exercise of Pastoral Discretion in Enrolment Decisions

Catherine McAuley College Bendigo 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 but are not limited to:

- 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

## 4.4 Parent/Carer 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 Bendigo. In particular:

- a. If an enrolment offer is made to Parent/Carer by the College, you will be provided with a request for financial commitment and a request to complete Direct Debit form. Each are to be returned with a non-refundable enrolment deposit of \$150.
- b. Parents/carers are expected to support the College in their child/ren's Catholic education, engaging in school life and attending interviews, information sessions, and other activities as invited.

- c. 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.**
- d. Parents/carers, staff and students should act in accord with values of the College and in line with the College's relevant **Codes of Conduct.**
  - o Student Code of Conduct
  - o Parent Code of Conduct
  - o Staff Code of Conduct
- e. Schooling is compulsory for children and young people aged from 6 -17 years unless an exemption from attendance or enrolments has been granted. Parents/Carers are to ensure the child attends school at all times when the school is open unless for a reasonable excuse (illness, accident, etc). School attendance is administered on the learning management system and can be monitored via the parent access module.
- f. 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.
- g. Understand that the College will only formally communicate with those who have signed the Application for Enrolment Form.

## 5. Inclusiveness

Catherine McAuley College Bendigo welcomes enrolment enquiries from all families who seek a Catholic Education for their children in Bendigo. The 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 Bendigo 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 Bendigo strives to accommodate children with diverse needs. In cases where a child requires significant adjustments in order for an enrolment to be possible, the 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. 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 Bendigo 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.

## **8. 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.

## **9. 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.

## **10. School Fees**

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.

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.

Parents/carers acknowledge that all fees are to be paid in full if exiting the College.

## 11.0 Definitions

**Catholic Child:** 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, usually established by a Certificate of Baptism and have fully participated in a sacramental program or, there is evidence of an intention to complete their sacramental journey.

**Catholic Primary School:** A Catholic school is one that operated with the consent of the diocesan Bishop and where formation and education are based on the principles of Catholic scripture and tradition.

**Parents/Carers:** Includes the natural biological parents, carers and legal guardians of a student

**Parish:** 'Parish' refers to the local parish as defined by its geographical boundaries and student location is based on the residential address.

**The College:** Catherine McAuley College Bendigo

## 12.0 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/)
- Education and Training Reform Act 2006
- 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

## 13.0 Duty of Care

Catherine McAuley College Bendigo is a Child Safe School. We owe all students and staff 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.

## 14.0 Minimum Standards

The College monitors its compliance with the minimum standards in line with Ministerial Order 1359 in an ongoing manner.

## 15.0 Related Policies, Procedures, & forms

- Student Code of Conduct
- Parent Code of Conduct
- Behaviour Management Policy
- Attendance and Absence Policy
- Learning & Teaching Policy
- Child Safe Policy

- School Fee Collection Policy
- School Fee Collection Procedure

<b>Date Last Reviewed:</b>	March 2024
<b>Sponsor</b>	Executive of College Administration
<b>Approved By/ Date</b>	Sonja Cain - Executive of College Administration
<b>Frequency of Review</b>	3 years
<b>Version Number</b>	1.0