

Catholic Ladies' College



Enrolment Policy

Ratification and Review	
Date of ratification	2019
Date of next review	January 2021
Ratified by	College Executive

clc.vic.edu.au

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Under the Stewardship of
Mary Aikenhead Ministries



LOVE HOPE COMPASSION JUSTICE



ENROLMENT POLICY

Catholic Ladies' College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call Catholic Ladies' College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

Policy Statement

The Catholic Ladies' College Enrolment Policy and processes are consistent with the Catholic Education Melbourne (CEM) Enrolment Policy 2.4, Enrolment for Catholic Schools in the Archdiocese of Melbourne (2019).

Enrolment priorities for Year 7

In processing enrolments for Year 7, the priority for admission will be:

1. Sisters of current or former students of the College
2. Catholic applicants who have had a mother attend the College and who currently attend a Catholic school
3. Catholic applicants who are residents of a designated priority parish and attend a Catholic primary school in one of those parishes:

Diamond Creek	Sacred Heart
Eltham	Our Lady Help of Christians
Eltham North	Holy Trinity
Montmorency	St Francis Xavier
Greensborough	St Mary's
Greensborough North	St Thomas the Apostle
Mernda	St Joseph's
Park Orchards	St Anne's
Ringwood	Holy Spirit
Whittlesea	St Mary's

4. Catholic applicants who are residents of a designated priority parish and have not attended a Catholic primary school
5. Catholic applicants from other parishes
6. Other Christian applications
7. All other applicants

Criteria 2 & 3 apply to applicants who are Eastern Orthodox Christians.

In line with CEM Policy, all enrolment offers for Year 7 are made in October of the student's Grade 5 year.



Applications for Years 8 to 12

Enrolment applications for students in Years 8 to 12 and for Year 7 made during the course of the year are welcomed. An interview will be held for all families applying in such instances.

Enrolment for students with additional needs

The College welcomes parents who wish to enrol a student with additional learning needs and will do everything possible to accommodate the student's needs, provided that an understanding has been reached between the College and parents/guardians prior to enrolment regarding:

- The nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the student's additional learning needs (for example, giftedness or an experience of trauma)
- The nature of any additional assistance that is recommended/appropriate to be provided to the student (for example, medical or specialist equipment, specialist referrals, specific welfare support, adjustments to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other education interventions as may be relevant)
- The individual physical, functional, emotional or educational goals that are appropriate to the student, and how the parents/guardians and the College will work in partnership to achieve these goals
- Any limitations on the College's ability to provide the additional assistance requested.

The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

As every student's educational needs can change over time, it will often be necessary for the College to review any additional assistance that is being provided to the student, in consultation with parents/guardians and the student's treating medical/allied health professionals, in order to assess whether:

- The additional assistance remains necessary and/or appropriate to the student's needs
- The additional assistance is having the anticipated positive effect on the student's individual physical, functional, emotional or educational goals.

General information

An application for enrolment at Year 7 may be made for a girl only after she has commenced her first year at primary school.

A non-refundable application fee is payable and where appropriate the application must be accompanied by a copy of the applicant's Catholic Baptismal Certificate and Birth Certificate.

Enrolment decisions are made by the Principal in line with this policy. The College reserves the right to exercise discretion and each case will be considered individually and on its merits, taking into account any special circumstances.

This policy will be implemented in accordance with existing privacy legislation and related policies.

Related Policies and Guidelines

Enrolments for schools in the Archdiocese of Melbourne (2019)
<https://www.cem.edu.au/About-Us/Policies/Enrolment-for-Schools.aspx>

Intended Audience

Wider college community

Related policies and guidelines

Catholic Education Melbourne Enrolment Policy 2.4
VRQA Standard 2.2