

# Catholic Ladies' College



# Enrolment Policy

Ratification and Review	
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Ratified by	College Executive

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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

This policy, and accompanying procedures, provides a set of protocols to maintain the highest possible level of Catholic enrolment.

To ensure that Catholic schools are accessible for all Catholic families, this policy promotes a consistent and transparent approach to establishing and implementing local school enrolment admission policies, and complies with all relevant legislation. This policy supports the special relationship that continues to exist between the Catholic Church and the non-Catholic Eastern churches, based on a belief in the same sacraments and a close nexus in theology and catechesis. The Enrolment Policy adheres to the minimum standards required by the Victorian Registration and Qualifications Authority (VRQA).

### Principles

#### Inclusiveness

Catholic Ladies' College strives to be open and welcoming to all Catholic students, regardless of their background, and does everything reasonable to accommodate each student's individual needs.

Catholic Ladies' College is open to the enrolment of children of other Christian traditions and faiths, however, priority will be given to children from non-Catholic Eastern churches. The College is also open to the enrolment of children from other religious traditions or of no religion should they choose to apply and there is sufficient capacity within the college.

#### Partnership between parents/guardians/carers and Catholic Ladies' College

Parents/guardians/carers are the first educators of their children. By enrolling a child in Catholic Ladies' College, parents/guardians/carers are entering into a partnership to promote and support their child's education, in particular their education in faith. While the College promotes access to a Catholic education through the College Enrolment Policy, it is the parent/guardian/carers' responsibility to support the College in furthering the spiritual and academic life of their child.

#### Enrolment priorities for Year 7

The order of priority is:

1. siblings of children already enrolled in the school
2. Catholic children who are residents of a designated priority parish and have attended a Catholic primary school in one of those parishes
3. Catholic children who are residents of a designated priority parish and have not attended a Catholic primary school
4. Catholic children from other parishes (for pastoral reasons)
5. children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who have attended a Catholic primary school and are residents of a priority parish
6. children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who have not attended a Catholic primary school and are residents of a priority parish
7. other Christian children who have attended a Catholic primary school and are residents of a priority parish
8. other Christian children who have not attended a Catholic primary school and are residents of a priority parish
9. non-Christian children who have attended a Catholic primary school and are residents of a priority parish



10. non-Christian children who have not attended a Catholic primary school and are residents of a priority parish.

## 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 school*

A Catholic school is one which operates with the consent of the Archbishop of Melbourne, where formation and education are based on the principles of Catholic doctrine.

### *Enrolment catchment area*

The enrolment catchment area is a defined area from which a school enrolls students as officially designated to a school by MACS. For secondary colleges, this is those parishes designated as priority parishes by MACS.

### *Orthodox child*

For the purpose of enrolment in a Catholic school, a child is considered to be Orthodox if they are a member of a non-Catholic Eastern church, including Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox.

### *Parish*

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

### *Priority parish*

Priority parishes determine the secondary colleges where a child would be given enrolment priority. Priority parish refers to the student's residential address, **not** the primary school attended by the student. The Catholic Ladies' College priority parishes are:

- |                       |                             |
|-----------------------|-----------------------------|
| • 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                   |

## Parental/Guardian/Carer Responsibilities

At the time of enrolment at Catholic Ladies' College, parents/guardians/carers make a commitment to provide ongoing support for their child's Catholic education. In particular, parents/guardians/carers are asked to make an explicit commitment to the following responsibilities:

- complete the College's enrolment form and ensure it is returned by the due date. This does not guarantee enrolment in the College
- be prepared to support the college in the Catholic education of their child and involve themselves as much as possible
- acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child at Catholic Ladies' College. Any difficulties in meeting this commitment should be discussed with the Principal
- advise the Principal of any court order/s that may exist in relation to their daughter, or any changes to such order/s, and provide a copy of the court order/s and any subsequent changes for the child's College file
- provide the College with an immunisation history statement.



## **Termination of enrolment**

Parents/guardians/carers are, as a condition of enrolment, expected to read and comply with the Catholic Ladies' College Parent Charter (Code of Conduct)

Should any parent/guardian/carer: (a) repeatedly breach the Code of Conduct (after the parent/guardian/carer, or the family collectively, has been warned that any further breach may result in a termination of enrolment; or (b) engage in conduct on a single occasion which constitutes a serious breach of the Code of Conduct (involving for example, conduct which poses a serious risk to staff or student health and safety), the circumstances may result in a termination of their daughter's enrolment.

A decision to withdraw or terminate the enrolment of a student in these circumstances may only be made by the Principal upon consideration of an objective assessment of all presenting circumstances.

Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

## **Information to be collected**

Catholic Ladies' College is required to collect and retain particular information about parents/guardians/carers and their child. Parents/guardians/carers are required to provide particular information about their child during the enrolment procedure in order for Catholic Ladies' College to meet its duty of care obligations and to satisfy government requirements. Lodging an enrolment form does not guarantee enrolment at Catholic Ladies' College.

## **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.

## **General information**

An application for enrolment at Year 7 may be made only after the student has commenced their 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.

## **Intended Audience**

Wider college community