

Catholic Ladies' College



Enrolment Policy

Ratification and Review	
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Ratified by	College Executive

clc.vic.edu.au

19 Diamond St, Eltham
Victoria 3095, Australia
03 9439 4077

ABN 44 058 164 891

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 consistent with requirements of the Victorian Registration and Qualifications Authority (VRQA).

Principles

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. 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. child or sibling of a CLC alumnae
3. Catholic children who are residents of a designated priority parish and have attended a Catholic primary school in one of those parishes
4. Catholic children who are residents of a designated priority parish and have not attended a Catholic primary school
5. Catholic children from other parishes (for pastoral reasons)
6. 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
7. 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
8. other Christian children who have attended a Catholic primary school and are residents of a priority parish
9. other Christian children who have not attended a Catholic primary school and are residents of a priority parish
10. non-Christian children who have attended a Catholic primary school and are residents of a priority parish
11. non-Christian children who have not attended a Catholic primary school and are residents of a priority parish.

Overseas Students

When considering the enrolment of students on visa, the College is required to comply with legislative requirements. Each school will determine a student's eligibility for government funding and where not eligible, consider the Dependant Full-Fee Paying Overseas Student (FFPOS) application process.



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, which is finalised following the signing of the enrolment agreement as formal acceptance of the offer of enrolment.
- be prepared to support the college in the Catholic education of their child and involve themselves as much as possible, as well as committing to adhering to the expected standards of parental behaviour as outlined in the school's Parent / Guardian / Carer Code of Conduct.
- 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 from the Australian Immunisation Register
- provide evidence of visa status from the Department of Home Affairs as soon as notified where applicable.

Termination of enrolment

In certain limited circumstances a termination of enrolment may occur where the relationship between a school and a family has irretrievably broken down as a result of significant and/or repeated breaches by a parent/guardian/carers of the College Parent Charter (Code of Conduct) the school's Enrolment Agreement, and relevant school policies. Parents/guardians/carers are, as a condition of enrolment, expected to read, sign, and comply with the Code of Conduct, the school's Enrolment Agreement, and relevant school policies.

Parents/guardians/carers who breach the Code of Conduct, Enrolment Agreement, and/or school policies will be contacted by the principal. Appropriate action, which may include limiting or reducing access to the school grounds, attending school functions or school-based activities or, setting mandatory parameters around methods and timing of communication, or imposing an Immediate or Ongoing School Community Safety Order is at the discretion of the principal and other authorised persons.

The following circumstances may result in a termination of enrolment on the basis of parental/guardian/carers conduct:

- a breach of the Code of Conduct on the part of a parent/guardian/carers has previously occurred
- the parent/guardian/carers has, because of that previous breach, been warned that any subsequent breach of the Code of Conduct by them (or the family) may result in a termination of enrolment
- a further breach of the Code of Conduct by the parent / guardian / carers, or by another family member in appropriate circumstances (including where the principal is satisfied on reasonable grounds that that other family member has been warned or is otherwise aware that a warning has previously been given) occurs.

A termination of enrolment may also occur where any parent/guardian/carers has engaged in conduct on a single occasion which constitutes a serious breach of the Parent / Guardian / Carers Code of Conduct (involving for example, conduct which poses a serious risk to staff or student health and safety.) In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

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

- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether any previous warnings have been provided to the parent/guardian/carers
- the principles of procedural fairness are followed in the decision-making process, including an opportunity for the student and their family/guardians/carers to be heard, all relevant information considered.

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.

Students are also, as a condition of enrolment, expected to read and comply with the school's Student Code of Conduct (Code of Conduct).

In cases of serious and/or persistent breaches of the student code of conduct, the Student Behaviour Policy



outlines the consequences for student misbehaviour. The school's Suspension, Negotiated Transfer, and Expulsion of Students Policy and procedures outlines the management of suspension and expulsion and appeals processes.

In accordance with applicable legislation and the school's Child Safety and Wellbeing Policy, the police, 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Commission for Children and Young People (CCYP), and/or any other relevant bodies will be informed of any unlawful breaches of these codes.

Complaints regarding enrolment

If a parent/guardian/carer of the student would like to make an appeal on the enrolment process, or termination of enrolment, parents/guardians/carers can raise the concerns to the principal or relevant person either in writing or by making an appointment. Please ensure the relevant person/s is given a reasonable amount of time to take the steps required to resolve or address the concerns. Please refer to the school's complaints handling policy and/or guidelines for further information.

If the matter cannot be resolved at the school level, or if the complaint is about the principal of the school, complainants are advised to contact the College Board Chair.

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 process in order for the College to meet the duty of care obligations and to satisfy government requirements. Lodging an enrolment form does not guarantee enrolment at the College. The College is required to confirm if a student agrees to identify as Aboriginal and/or Torres Strait Islander to be counted in the census.

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.

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.

Orthodox child

Orthodox refers to non-Catholic Eastern churches, 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

A priority parish is defined as a parish included in the catchment area of a school. Children living within a priority parish catchment area receive priority in enrolment over children who reside outside the priority parish catchment area.

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

Intended Audience

Wider college community