

Catholic Ladies' College



Enrolment Policy

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Under the Stewardship of
Mary Aikenhead Ministries



LOVE HOPE COMPASSION JUSTICE



Catholic Ladies' College Ltd

(ACN 058 164 891) (ABN 44 058 164 891)

ENROLMENT POLICY

Preamble

Catholic Ladies' College (the 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, the College is a Christ-centred community 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.

Purpose

The purpose of this Enrolment Policy is to provide a clear, fair, and transparent framework for the enrolment of students at Catholic Ladies' College. It outlines the principles, processes, and criteria that guide enrolment decisions, ensuring they are consistent with the College's Catholic identity, mission, and values, as well as relevant legislative and regulatory requirements

Scope

This policy applies to all enrolment activities at Catholic Ladies' College and is relevant to prospective and current students seeking entry into Years 7 to 12. It covers all stages of the enrolment lifecycle, including enquiry, application, assessment, decision-making, offer, acceptance and ongoing enrolment.

The policy applies to:

- All prospective students (domestic and international) and their parents/guardians
- Current students where enrolment conditions or circumstances are reviewed or varied
- College staff involved in the enrolment process, including the Principal, Head of Admissions and Enrolment Panel
- The College Board in its governance and oversight role.

Aim and Key Principles

Through this policy, the College aims to:

- a) Maintain an open and fair procedure for the enrolment of students (both domestic and international) seeking enrolment to the College in accordance with the Catholic ethos of the College, with priority given to Catholic students, whilst also being open to the enrolment of children of other Christian traditions (with priority given to children from non-Catholic Eastern churches), or of other faiths or no faith.
- b) Ensure the procedure for enrolment to the College is fair, transparent and not unlawfully discriminatory.
- c) Explain clearly to prospective parents/guardians (referred to as parents for convenience) the College's enrolment process (from enquiry to enrolment).
- d) Ensure that the College can provide for the educational needs of all its students (including domestic and international students) in a manner that reflects the College's duty of care obligations.
- e) Ensure the College maintains its core values.
- f) Ensure the College complies with its commitments to supporting students with differing and varying needs, including by making reasonable adjustments where appropriate or suitable, and providing a pastoral and learning environment that supports their disabilities.
- g) Promote a Catholic education framework and Christian ethos, and a learning environment where students are educated and nurtured as members of a Catholic community.



- h) Comply with the requirements of the *Education and Training Reform Act 2006* (Vic) (as amended or replaced from time to time), and other relevant legislation.
- i) Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunisation and visa status.
- j) Maintain the highest possible level of Catholic enrolment consistent with requirements of the Victorian Registration and Qualifications Authority (VRQA).
- k) Require students and parents to support and comply with the College's behavioural expectations, including the [CLC Student Code of Conduct](#) and [CLC Parent/Carer Code of Conduct](#).

To assist in achieving the above aims, the College has allocated the following responsibilities:

Position/Roles	Responsibilities
Board	- Ensure the College meets its legal and regulatory responsibilities –including those which relate to inclusivity - Review and endorse this policy - Review and set the annual tuition fees (as applicable to domestic and international students) on an annual basis and otherwise as required.
Principal	- Establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation - Final decision-maker in relation to enrolment decisions.
Head of Admissions	- Ensure compliance with this policy - Ensure enrolments are compliant with the College Constitution - Provide prospective parents with the necessary information about the enrolment processes.
Parents	- Read and comply with this policy - When seeking enrolment of a prospective student, complete the application for enrolment form as contained in the College's enrolment documentation (available on the College's website) - Disclose their child's needs (including those which are diagnosed, undiagnosed and suspected), or information which may otherwise be relevant to the College providing an education to the child, the child's welfare, or the education and welfare of other students

Entry Points

The main enrolment entry point into the College is traditionally:

- a) Year 7

Places of enrolment are offered at other levels if vacancies exist. Year 7 applications are required at least 18 months before the commencement of Year 7.

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

In determining the school-readiness of a child, which is assessed against the College's commitment to inclusivity, the following are examples of factors, but limited to, that may be considered:

- a) Education: Has the child completed a primary education in another mainstream or special educational practice?
- b) Social maturity: Is the child ready to be part of a large group with approximately 27 children and one teacher. Can the child interact with other children and adults? Can the parent and the child cope with a wide cross-section of the community with different ideas and behaviours?
- c) Communication: Is the child able to communicate assertively and effectively (such as seeking assistance when required)?



- d) Language: Is the child able to communicate sufficiently in order to be understood (including with staff and other students during class and in the playground)? English as an Additional Language (EAL) students must demonstrate satisfactory English skills, as determined by screening tests and any pre-enrolment interview, to ensure a prospective student will be able to meaningfully benefit from the College's education program.

Eligibility Criteria

To be eligible for enrolment, the prospective student must be either:

- a) an Australian citizen;
- b) entitled to stay in Australia, or enter and stay in Australia without limitation; or
- c) deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

Open entry policy

The College has an open entry policy. However, the College may:

- a) Offer scholarships from time to time to specific groups of students, including for academic ability, hardship or general excellence.
- b) Determine enrolments based on its ability to provide educational services to the particular student.
- c) Apply the priorities for enrolment are set out in clauses 8 & 9 under "Waiting lists and priority of enrolment" and "Enrolment Priorities for Year 7" of this policy.

Application Process

Be informed

Before submitting an application for enrolment form, families of prospective students are encouraged to:

- a) Browse the College's website.
- b) Review this policy, and other policies and procedures available on the College's website, to fully understand the vision, mission and values that will frame a student's education at the College.
- c) Book a tour of the College and receive an Information Pack and Prospectus.

Submit an application

An application for enrolment may be made by submitting a completed online application for enrolment form with all supporting documentation.

An application for enrolment form must be accompanied by:

- a) Any required documentation mentioned in the form (including but not limited to the child's birth certificate, current immunisation certificate from Medicare and if applicable, NAPLAN results, school reports, visa grant notice, relevant court and parenting orders).
- b) Academic reports which indicate at least satisfactory results in core subjects.
- c) A non-refundable enrolment application fee is payable at the time an application for enrolment is made, to cover the College's administrative costs in managing the enrolment process.
- d) Evidence of the family's Catholic (or other Christian) faith or desire for the prospective student receiving a Catholic education. Examples of such evidence include:
 - i. A certificate of baptism, if this applies.
 - ii. A reference from the parish priest/pastor/minister/nun] of the church attended, if this applies.
 - iii. A character reference attesting to the good character of the family and support for Catholic teaching and learning. If there is no Place of worship (eg. church relationship, then please provide two character references).

Submitting the application for enrolment form and paying the enrolment application fee, does not guarantee a place at the College.



Rather, the application process enables the College to receive information from a range of sources – including the prospective student and the prospective student's parents, current school and former school(s) – which is used to assist the College in:

- a) considering whether it can meet the child's behavioural, educational and welfare needs (including with regard to the College's duty of care obligations); and
- b) deciding whether to exercise its discretion to offer a place of enrolment.

Each completed application for enrolment form and accompanying documents will be considered by the College on a case-by-case basis.

Waiting lists and priority of enrolment

The College Principal ultimately has discretion whether to place a prospective student on the College's waiting list, offer an interview, or offer a place of enrolment.

In exercising that discretion, the College takes into account a range of criteria, including but not limited to the following:

- a) The date a fully completed application for enrolment form is received (noting incomplete applications will not be processed):
 - i. The information disclosed in the application for enrolment form.
 - ii. The child's pre-enrolment interview and if applicable, pre-enrolment assessments.
- b) The child's behavioural history:
 - i. Whether the values and beliefs of the child's family clearly align with the vision, mission and values of the College.
- c) The starting year level of the child:
 - i. The College's capacity, as an inclusive school, to support a prospective student's relevant needs in the College environment (see below).
 - ii. The merits of the application, prospective student's suitability for enrolment at the College, and individual circumstances and practical implications including the:
 - number of students currently enrolled at the College;
 - prospective student's family circumstances (including the willingness of the student and their parent to comply with the College's policies and procedures);
 - prospective student's interests and participation in extra-curricular activities (including religious activities);
 - reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);
 - College's resources and capacity to deliver an education to the student in accordance with its educational model;
 - prospective student's willingness and ability to comply with the College's behavioural standards;
 - prospective student's willingness and ability to derive a benefit from the College's educational model;
 - prospective student's school-readiness;
 - willingness of each family to endorse the College's vision, mission and values;
 - willingness of the prospective student and their parents to comply with the College's policies, including the [CLC Student Code of Conduct](#) and [CLC Parent/Carer Code of Conduct](#);
 - any other considerations set out in this policy.

A number of places may be kept for scholarship and bursary recipients, and also for enrolments at the Principal's discretion.



Enrolment Priorities for Year 7

The order of priority for enrolment is:

1. a sibling of a current student (noting that siblings will be prioritised provided an application for enrolment form is submitted within 18 months of the start of the school year they are due to commence);
2. child, sibling or direct descendant of alumni of the College;
3. Catholic children who are residents of a designated priority parish (see definition) 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. the child of a permanent staff member;
7. 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;
8. 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;
9. other Christian children who have attended a Catholic primary school and are residents of a priority parish (if places are available);
10. other Christian children who have not attended a Catholic primary school and are residents of a priority parish (if places are available);
11. non-Christian children who have attended a Catholic primary school and are residents of a priority parish (if places are available);
12. non-Christian children who have not attended a Catholic primary school and are residents of a priority parish (if places are available).

At times the College may be unable to accommodate students due to capacity constraints. In such cases, if the eligibility requirements are met, the prospective students name may be added to the waitlist for the nominated year and level.

An application may be removed from the waitlist if after repeated attempts, the parents are unable to be contacted. It is the responsibility of the applicant to ensure the College is informed of any changes in contact details.

Pre-enrolment interview

If and when appropriate, the College will invite a prospective student and their parents to attend a pre-enrolment interview with an executive staff member (eg. Principal, Deputy Principal, Assistant Principal) for Years 8 to 12 enrolments and the Head of Admissions and/or other College staff members for Year 7 entry.

For families seeking entry to the College, this interview will:

- a) enable the College to understand the prospective student's strengths, weaknesses, school readiness and needs, as well as what they and their family can contribute to the life of the College; and
- b) enable the prospective student and their family to better understand the College and its approach to delivering an educational curriculum model, which is underpinned by a child's personalised plan.

Prior to the interview, families will be asked to provide the College with a number of documents, including but not limited to a copy of the prospective student's current school reports (if applicable), NAPLAN results, other relevant assessment documentation including professional assessment reports relating to the student's particular learning or medical needs. During the interview, or shortly after it, prospective students may be required to undertake assessments or testing (including psychometric and behavioural assessments).

Prospective students will be interviewed, either in person or by telephone, Zoom, Microsoft Teams or other platforms as appropriate.



Attending a pre-enrolment interview does not guarantee a place at the College and is not an offer of enrolment.

After attending the pre-enrolment interview, the prospective student's application will be reviewed by the College's Enrolment Panel, which typically comprises of the following persons: the Principal, Deputy Principal, Assistant Principal, Business Manager and Head of Admissions.

If for any reason in the College's absolute discretion the College forms the opinion, as a result of the pre-enrolment interview, that it would be inappropriate for a child to be enrolled at the College, the College may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).

Offer of Enrolment

At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student.

Any offer of enrolment made by the College will be made in writing.

It is not the College's practice to disclose a prospective student's place on the waiting list, nor provide specific feedback regarding the timing of an offer of enrolment (or, where no offer is made, the reasons for this).

An offer of enrolment may be accepted in the form approved by the College from time to time, subject to the following:

- a) An offer of enrolment will not be accepted until both parents (or where supported by a court order or otherwise agreed at the College's absolute discretion, one parent) have agreed to be bound by the College's Terms and Conditions of Enrolment and any other terms set out in the offer of enrolment (including payment of the Offer Acceptance Fee and Family Deposit and return of requested documents by the stated deadline).
- b) Acceptance of the offer constitutes agreement by the parents and student to comply with the College's policies, including the [CLC Student Code of Conduct](#) and [CLC Parent/Carer Code of Conduct](#).
- c) Acceptance of the offer must be provided within 30 days unless the College's offer states otherwise.
- d) An offer may be withdrawn by the College, regardless of the availability of places where:
 - i. Information provided to the College is found to be withheld, false or misleading
 - ii. There is a significant change in the circumstances of the student or their family, which impacts the College's capacity to reasonably accommodate the student
 - iii. The offer of enrolment is not accepted on the terms provided by the College
 - iv. The Principal exercises their reasonable discretion to withdraw the offer.

Details about all of the College's tuition fees and course levies (for both domestic and international students), and other charges and levies, imposed by the College for that school year (collectively, the School Fees) and the terms on which School Fees must be paid are set out in the Terms and Conditions of Enrolment published by the College.

If parents accept an offer of enrolment but the child does not subsequently begin schooling at the College, the parents will forfeit the Enrolment Application and Offer Acceptance Fees and any tuition fees paid in advance to the College, unless one term's written notice is provided.

Defer, Refuse or Vary an Offer of Enrolment

Parents must notify the College in writing if they wish to defer, refuse or vary an offer of enrolment. This must occur by the date stated in the offer of enrolment, otherwise fees will be payable in accordance with the Terms and Conditions of Enrolment.



Parents who wish to vary the date of entry for their child's enrolment (either to another date in the same school year or to a subsequent intake year), understand that:

- a) Notice must be given to the College in accordance with clause 10.
- b) The College in its absolute discretion may or may not agree to that request.
- c) If the College agrees to the parents' request, the child will be placed on a waiting list for the preferred year of enrolment and the offer of enrolment issued will be terminated. The College makes no guarantee that a place will be available for the child on their preferred commencement date.
- d) Should a place be available for their child to commence enrolment at a later date of entry, parents must sign an updated copy of the College's Terms and Conditions of Enrolment and otherwise comply with the College's enrolment requirements at that time.
- e) The College may or may not in its absolute discretion require the payment of a further admission fee.

Period of enrolment

Once an offer of enrolment has been made and accepted, a child's enrolment is ongoing and will remain in place until such time as:

- a) A child's enrolment is withdrawn or otherwise ends in a manner provided for in the College's Terms and Conditions of Enrolment;
- b) A child completes a Year 12 education at the College

Orientation

Orientation and induction takes place for all new students and their families, and may include:

- a) Orientation days.
- b) Student orientation on commencement.
- c) The use of the buddy system for those entering in non-major intake years.
- d) Information sessions and feedback opportunities.

The College's commitment to inclusivity

The College is an inclusive school and welcomes students and other members of the school community – including parents and staff - with a varying range of academic, behavioural, cultural, lifestyle, religious and other needs.

In this policy, a child's relevant needs include any needs which a child has (or has had) which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare of others). A child's relevant needs may relate to (amongst other things) allergies, health conditions, physical or intellectual disabilities (whether diagnosed, undiagnosed or suspected), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.

The College is committed to complying with its legal obligations regarding students with disabilities, supports the *National Disability Standards for Education 2005 (Cth)*, and is an inclusive community. However, the College is not necessarily able to cater to every prospective student's relevant needs (including when having regard to the particular needs to the broader student cohort).

The College must be satisfied that it is equipped to adequately respond to a student's relevant needs and ensure they are able to meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's relevant needs (and the child's level of school-readiness, if applicable). This consideration is had both in relation to an individual child and also, broadly regarding the College's resources and capacity to support the needs of a cohort of students.



The College also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. Whilst the College will comply with its legal obligations, the College may not be able to facilitate an enrolment in circumstances where:

- a) A child poses a threat or presents a risk of harm to a member of the College community (including staff, students and parents).
- b) The child exhibits behaviours that significantly interfere with, or compromise with the teaching and learning experiences of others in the classroom, or social integration in the playground.
- c) The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
- d) The child does not have or does not effectively respond to strategies or supports recommended from qualified medical professionals, to assist the child to self-regulate and best support their positive experiences at school.

Accordingly, prior to an offer of enrolment being made parents must inform the College of all relevant needs a prospective student has.

If a parent fails to promptly inform the College of a student or prospective student's relevant needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the College and the family of an enrolled student. In such circumstances the College, in its absolute discretion, may refuse to make an offer of enrolment (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Terms and Conditions of Enrolment).

Where a parent promptly informs the College about a student or prospective student's relevant needs, or any significant change in those needs, the College will act in accordance with applicable laws and its Terms and Conditions of Enrolment.

Register of Enrolments

The College keeps a register of enrolments of all students who have been enrolled at the College in electronic form. The register includes the following information:

- a) Name, age, date of birth and residential address of student.
- b) Parent names and contact details.
- c) Date of enrolment.
- d) The student's Victorian Student Number.
- e) Medical information for emergency management purposes.
- f) Emergency contact details.
- g) Sacramental information.
- h) If applicable: Home care arrangements, court orders, transfer records.
- i) Date of leaving the College and details concerning student's departure, where appropriate.
- j) For students older than six years, details of previous schools or pre-enrolment situation.

The register is retained for a period (in accordance with the [CLC Privacy Policy](#) and associated [Collection Notice – Students and Parents](#)).



Definitions

1. *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.

2. *Child*

A child is a person who is under the age of 18 years.

3. *Student*

A Student means an individual enrolled at the College, including individuals over the age of 18 years.

4. *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.

5. *Orthodox child*

Orthodox refers to non-Catholic Eastern churches, including Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox.

6. *Parent*

A collective term for parent, guardian or carer.

7. *Parish*

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

8. *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
- Doreen; St Paul the Apostle
- Mernda; St Joseph's
- Park Orchards; St Anne's
- Rosanna; St Martin of Tours
- Bundoora; St Damian's
- Mill Park; St Francis of Assisi
- Donvale; Our Lady of the Pines
- Templestowe Lower; St Kevin's
- Bulleen; St Clement of Rome
- Doncaster; St Gregory the Great



Related Documents and Legislation

Policies:

- CLC Enrolment Agreement
- CLC Privacy Policy
- CLC Parent / Carer Code of Conduct
- CLC Student Code of Conduct
- VRQA Minimum Standards for Registration of a school.

Legislation:

- *Education and Training Reform Act 2006 (Victoria)*
- *National Disability Standards for Education (2005)*
- *Privacy Act 1988 (Cth)*

Review Schedule

Last Review: May 2026	Constructed / Reviewed by: Head of Admissions, Risk & Compliance Manager, Executive Leadership
Next Review: May 2028 (and every two years thereafter in accordance with the College's review cycle, or more frequently as required)	Approval Required: Board
	Board Sign Off Date: 11 August 2026 Implementation Date: 12 August 2026