



# MARIAN COLLEGE

## ENROLMENT PROCEDURE

### Introduction

This policy sets out the requirements for enrolment at the College. These procedures apply to all families seeking to enrol their child at the College.

### Procedure

The College operates a non-selective enrollment policy. The College serves a multi-cultural and multi-faith community, and enrolment patterns reflect the nature of the community served.

The College Enrolment Procedures have been developed to:

- Comply with the Kildare Education Ministries (KEM) Enrolment Policy.
- Comply with KEM Child Safety and Protection Policy and CECV Commitment Statement to Child Safety.
- Comply with MACS Policy 2.4.
- Comply with all relevant Victorian and Australian Government legislation.
- Establish clear procedures for the enrolment of students into the College.
- Promote collaboration between schools and, where appropriate, between regions.

As a Kildare Education Ministries (KEM) school in the Brigidine Tradition, enrolment at the College is on the understanding that our programs are grounded in Catholic teachings, enriched by the charism of the Brigidine heritage. We expect families to recognise the importance of prayer and liturgy and uphold the values of a catholic school.

### Priority in Enrolment

Year 7 Applications:

Applications are not dealt with on a 'first-come' basis. There is an agreed order of priority for enrolment in MACS Guidelines for Enrolment which the College follows.

The order of priority is:

1. Catholic children who are residents of the priority parishes and have attended a Catholic primary school in one of those parishes.
2. Children who are Siblings of students currently enrolled at the College.
3. Catholic children who are residents of the priority parishes and have not attended a Catholic school.
4. Children of Past Pupils of the College.
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 the priority parishes.
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 the priority parishes.
8. Other Christian children who have attended a Catholic primary school and are residents of the

- priority parishes.
9. Other Christian children who have not attended a Catholic primary school and are residents of the priority parishes.
  10. Non-Christian children who have attended a Catholic primary school and are residents of the priority parishes.
  11. Non-Christian children who have not attended a Catholic primary school and are residents of the priority parishes.
  12. Any other applicants

### **Year 7 – Applications**

- Applications are accepted at any time up until the closing date (August for students in Grade 5) by completing the online Application Form.
- Within this prescribed time frame, applications are processed, and interviews scheduled with the Executive Team or other senior leaders to discuss and clarify the expectations of each applicant and those of the College. The timeline as prescribed and published by MACS and supported by the College prescribes:
  - i) The closing date for Applications (late Aug each year for children in Grade 5).
  - ii) Interviews (early September).
  - iii) The date by which places must be offered to applicants (mid Oct).
  - iv) The date by which places offered must be accepted (late Oct/early Nov).
- An offer will be confirmed on submission of the Enrolment Agreement from the parents that they are prepared to accept the conditions of the offer including an undertaking to abide by College policies, procedures, guidelines and regulations and to pay the College Student fees as determined by the Board.
- An enrolment fee of \$50.00 is payable when lodging the application. (Families will need to confirm their acceptance of the offer by filling in the 'Confirmation Agreement' form and leaving the enrolment deposit of \$250 before the final date for acceptance (early November). \$200 dollars of this fee will contribute to the school fees.

### **Year 8-12 Applications**

Enrolments of students for Years 8-12 are welcomed. Families will be required to attend an interview with the Principal or the Principal's Delegate once the Enrolment Form has been submitted online via our website.

### **General Information**

A non-refundable Application Fee is payable and the application must be accompanied by a copy of the applicant's Catholic Baptismal Certificate and Birth Certificate. Any offer of enrolment is at the discretion of the Principal and each case will be considered individually and on its merits in light of enrolment priorities and the College Vision and Mission Statement, taking into account any special circumstances.

### **Information Collected**

The College is required to collect and retain information about Parents/Guardians and their child during and after the enrolment process in accordance with its Privacy Policy. The primary purpose of collecting such information is to facilitate the enrolment process and ensure the wellbeing of students throughout their time enrolled. For further details, please consult the Privacy Policy on the College's website.

### **Definitions**

For the purpose of this policy the following terms are defined as follows:



<b>Catholic child:</b>	For Catholic school enrolment, a child is considered Catholic if they are baptised in the Church, shown by a Baptism Certificate, have participated in sacramental programs, or show intent to complete their sacramental journey.
<b>Enrolment Form:</b>	The enrolment form outlines the information that must be collected by the Principal to satisfy its duty of care obligations and ensure it has the relevant information about each student to determine any need for adjustments.

### Supporting Documentation:

- KEM Enrolment Policy.
- Melbourne Archdiocese Catholic Schools Enrolment-procedures.pdf
- The College Enrolment Agreement.
- The College Data Collection Notice.
- The College Privacy Policy.

### Legislation and Standards:

- Child Wellbeing and Safety Act 2005 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005 (Cth)
- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Equal Opportunity Act 2010 (Vic.)
- Privacy Act 1988 (Cth)
- Victorian Registration and Qualifications Authority (VRQA) Standards

### Document History

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