



**MOUNT ST. JOSEPH GIRLS' COLLEGE
ALTONA**

**Enrolment Policy
Leadership and Management Sphere**

Policy Rationale

This Enrolment Policy has been developed with the following principles in mind:

- This policy is intended to ensure that processes guiding the enrolment of students at Mount St. Joseph Girls' College is compliant with relevant Victorian and Australian Government legislation and the guidelines provided by the Catholic Education Melbourne (CEM).
- Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ.
- Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- As ministry of the Sisters of Saint Joseph of the Sacred Heart, the College holds as a priority the provision of a Catholic secondary education for Catholic girls. This reflects the historical context of Catholic education in Australia as well as confirming the participation of the College in the Church's mission.
- The formation and education at the College is based on the principles of Catholic doctrine. This policy confirms the College's commitment to working towards and maintaining the highest possible level of Catholic enrolments.

Policy statement

The College community welcomes enquiries from parent/guardians supportive of the College's philosophy of education. This philosophy is guided by the College Mission and Vision statements and the following enrolment principles.

1. As a Catholic secondary college, we recognise the uniqueness of each student. The Sisters of Saint Joseph founded the College in 1964 with the aim of educating the whole person. We continue to strive to do this by offering varied educational activities.

2. The first priority of a Catholic college is the provision of a Catholic education for Catholic students whilst striving to be open and welcoming to all - regardless of background or needs. Parent/guardians must have a genuine desire for the College's religious values, its Catholic ethos, goals, aims and objectives. The College is committed to a vision of parent/guardians as the first educators of their children.
3. Enrolment therefore involves a commitment by parent/guardians to fully support the College's policies, practices and activities. In accepting an offer of enrolment, parent/guardians agree to enter into a partnership with the college to promote and support their daughter's education and, in particular, their education in faith.
4. The College endeavours to meet Catholic/non-Catholic ratios established by the Catholic Education Melbourne.
5. In accepting an offer of enrolment, parent/guardians agree to pay all fees and charges by the due date. However, if genuine financial need exists, the College will endeavour to make suitable provisions to ensure no student is excluded on the basis of their family's financial situation.
6. At all times the Principal may enrol a student where it is in the pastoral interests of the student or the family, regardless of all other factors.
7. The acceptance of an application enrolment form does not guarantee an enrolment interview or an offer of enrolment.
8. Enrolment at the College shall only be offered where the College has age-appropriate accommodation and the requisite resources to respond to any specific needs of the student.

Implementation

Where demand for places exceeds the number available, places will be offered according to the following priorities:

- Catholic girls from Catholic Primary Colleges
- Catholic girls from non-Catholic Primary Colleges
- Girls with older sisters currently attending the College
- Girls who may not be baptised Catholic and are attending Catholic Primary schools
- Girls who have had a sister, mother or grandmother attend the College
- Girls who may not be baptised Catholic and are attending non-Catholic local Primary schools
- The chronological order of application submission

The College recognises 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 understanding about theology and sacraments.

In considering applicants for enrolment, the College reserves the right to determine each case on its merits and to take into consideration special circumstances. The exercise of this discretion lies with the Principal or their

delegated representative.

Procedural Documents

Attachment 1: Enrolment Application Process
Attachment 2: College Enrolment Application

Evaluation and Review

Evaluation and review in 2014

Definitions

Catholic – refers in this document to those students baptised in the Roman Catholic tradition.

References

This policy should be read in conjunction with the **CEOM Policy 2.4 Enrolment for Colleges in the Archdiocese of Melbourne** revised January 2009, the **Victorian Education and Training Reform Regulations 2007**, the **Equal Opportunity Act 1996 (Vic)**, the **Disability Discrimination Act 1992 (Cwlth)** and the **Privacy Amendment (Private Sector) Act 2000 (Cwith)**.

Ratified and Dated

Policy ratified: 2017 (first ratified 2012)

Policy to be reviewed: 2019

Attachment 1: Enrolment Application Process

In the interests of consistency and transparency, the following is the general enrolment process at Mount St Joseph Girls' College:

1. Initial parent/guardian enquiry – completion of Enrolment Application Form, with all supporting materials.
2. College assessment of space available at relevant year level. On the basis of this assessment the following procedure will continue.
3. If a student was previously enrolled in a College interstate, the Interstate Student Data Transfer Note (ISDTN) will be used to collect additional information.
4. Structured interview with parent/guardians and student with the Principal or delegated representative. Gathering of information to determine the student's educational needs. If the student has additional needs, points 4 to 5 below will be followed; if no additional needs, enrolment process will proceed to point 6.
5. If the student has additional educational needs, written permission will be obtained from the parent/guardians to investigate needs further. These might include: communication needs; curriculum access; emergency procedures; health issues; personal care needs; physical access; specialist agencies.
6. Principal or delegated representative meets with parent/guardian and other relevant/ appropriate professionals to discuss the educational program the College can offer and how it can best support the student.
7. Enrolment decision made.
8. If successful, a letter of enrolment offer will be sent to parent/guardians. Parent/guardians will be notified if their enrolment application was not successful - such students may be placed on a waiting list.

Entry at Commencement of Year 7

Applications for enrolment in Year 7 are taken from the time the student is in Year 4 and must be made on the official Enrolment Application Form which is available on the College website or from the College Registrar. Applications must be accompanied with the appropriate non-refundable Application Fee and all relevant supporting documentation.

In accordance with the agreement among Catholic Colleges, applications for Year 7 will close and places be offered on the dates notified by the Archdiocese, generally February and April/May respectively in the year prior to commencement in Year 7. The College will adhere to the upper limit for Year 7 enrolments, taking into account priority parishes.

Parent/guardians will be required to provide copies of their daughter's birth certificate, Baptismal certificate (for Catholic students), passport/residency details (for students born overseas), latest school report, latest NAPLAN results and any custody/guardianship information, as may be applicable.

Applications made after the closing date may be considered if places become available. Students not able to be accommodated in the first instance may be placed on a waiting list until a place becomes available.

Parent/guardians, with their daughter, will be required to attend an interview with the Principal or delegated representative prior to enrolments being confirmed.

Entry After Commencement of Year 7

Application for enrolment after the commencement of Year 7 for any level may be made at any time and will be considered in the light of availability of places, appropriate courses and individual circumstances. The documentation listed above must be submitted with the application and the stated enrolment interview process also applies.

The Principal or delegated representative will contact the secondary school from which the student is transferring prior to any offer being confirmed.

When enrolling students whose previous College was interstate, Mount St Joseph Girls' College will use the protocols of the Interstate Student Data Transfer Note (ISDTN) as is a mandatory requirement of the Australian Government (*see Appendix 4 CEOM Policy 2.4*)

Attachment 2: Enrolment Application Form

