Enrolment Policy

Purpose
Caroline Chisholm is a Catholic College serving the parishes of Albion, Braybrook, Deer Park, Maidstone, North Sunshine, Sunshine and West Sunshine. The College aims to offer an opportunity for students within the community to undertake their secondary education within a Catholic Community.

The enrolment policy at Caroline Chisholm Catholic College operates within the framework of the “Guidelines for the enrolment of students in Catholic secondary schools in the Archdiocese of Melbourne” of the Catholic Education Office of Melbourne (C.E.O.M Policy 2.4).

The policy links with our vision statement:
- We seek to form a community of students, parents and staff focused on the values of the Gospel where, following the example of Jesus, we nurture a concern for all people, a sense of social justice and an active faith life.
- We seek to develop a positive, just and caring community where all are welcomed, supported and challenged.
- We seek to provide a learning environment that is comprehensive, inclusive and responsive to the individual needs of the students in our care.

Scope
Staff, students and Parents

Policy Statement
The following list provides an agreed order for processing applications for entry at Year 7.

The following Catholic Primary schools serve the College’s priority parishes of Albion, Braybrook, Deer Park, Maidstone, North Sunshine, Sunshine and West Sunshine:
- Christ the King PS, Braybrook
- St. John’s PS, Footscray
- Mother of God PS, Ardeer
- St. Theresa’s PS, Albion
- St. Monica’s PS, Footscray
- Corpus Christi PS, Kingsville
- Annunciation PS, Brooklyn
- Resurrection PS, Kings Park
- St. Lawrence PS, Derrimut
- Our Lady’s PS, Sunshine
- St. Paul’s PS, Sunshine West
- St. Peter’s PS, Sunshine South West
- St. Bernadette’s PS, Nth. Sunshine
- St. Peter’s Chancel PS, Deer Park
- St. Paul’s PS, Kealba
- Blessed Mary MacKillop PS, Keilor Downs
- Holy Eucharist PS, St Albans

The priority for entry will be:
1. Catholic children who:
   a. Are siblings of current students;
   b. Are siblings of past students;
   c. Are children of staff members;
   d. Are children of past students;
   e. Have attended a priority Catholic primary school;
   f. Are residents of a priority parish and have not attended a Catholic primary school;
   g. Catholic students from other areas for pastoral purposes;

2. Orthodox students who:
   a. Are siblings of current students;
   b. Are siblings of past students;
   c. Are children of staff members;
   d. Are children of past students;
   e. Have attended one of the priority Catholic primary schools;
   f. Are residents of a priority parishes and have not attended a Catholic primary school;
   g. Orthodox students from other areas for pastoral reasons;

3. Other Students who are:
   a. Siblings of current students;
   b. Siblings of past students;
   c. Children of staff members;
   d. Children of past students;
4. All other students who;
   a. Have attended a priority Catholic primary school;
   b. Are residents of a priority parish and have not attended a priority Catholic Primary school;
   c. Are not residents of a priority parish and have not attended a priority Catholic Primary school.

Late Applications
Recognition will also be made of applications, which are consistent with the enrolment timeline, and
subsequent to the enrolment application deadline, the order of application. Interviews of applicants may also
be conducted. The offer of enrolment is at the discretion of the Principal who will consider each case on its
merits in light of enrolment priorities and taking into account any special circumstances.

Procedures Title
Enrolment process

Responsibility for implementation
Principal, Registrar, Heads of School and Year Level Coordinator

Policy status
Revised

Approval Body
Staff Meeting
Meeting number:
Meeting date: Day Month Year
Agenda item:

Endorsement Body
ADSCOM
Meeting number:
Meeting date:
Agenda item:

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 Catholic Baptism.

Catholic School
A Catholic school is one which operates with the consent of the diocesan Bishop and is one where formation
and education are based on the principles of Catholic doctrine, and the teachers are outstanding in true
doctrine and uprightness of life.

Catchment area for schools
For the purpose of enrolment, the school catchment is the parish or group of parishes, as defined by the
Catholic Education Office Melbourne (CEOM), from which the school draws the majority of its enrolments
and to which the school gives priority of enrolment. For the majority of primary schools this will be the parish
to which the school belongs. In those parishes with more than one primary school the catchment for each
school is determined by the parish in consultation with the CEOM. For secondary schools it will be those
parishes designated as ‘priority parishes’ by the CEOM.

Parish
For the purpose of enrolment, the ‘parish’ is the local parish as defined by its geographical boundaries.

Related Policies

Related Documents
CEOM Policy 2.4
Enrolment Policy

The Victorian Education and Training Reform Regulations 2007
Equal Opportunity Act 1996 (VIC) Disability
Discrimination Act 1992 (Cwlth)
Privacy Amendment (Private Sector) Act 2000 (Cwlth)

Policy Owner
Principal

Policy Author
Jacqui Duong - Registrar