

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 / Carers

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 Chanel 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.

Application closer date (applicable for incoming Year 7 only)

As decided by the Catholic Education Office, these dates can be found on our website as they become available. As a guide, families should decide on their secondary school and apply before the end of Semester 1 of Grade 5.

Applications for Year 8 – 12 are welcome throughout the year.

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. 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.

Enrolment Procedure

- Prospective student applications need to be submitted with all required documentation by the application closer date.
- Application for enrolment are subject to an interview, and not guaranteed.
- Applicants will be required to attend an enrolment interview as scheduled by the College
- Outcome of Enrolment application will be communicated to families via post
- In the event the application is successful, families are required to return confirmation documents by the date indicated on the enrolment offer.
- In the event the application is not successful, families will have the option to remain on the waiting list until an offer is made.
- For year 8-12 enrolment applications who are successful, commencement date is typically at the beginning of Semester 1 or Semester 2 or as decided by the College.

Responsibility for implementation

Principal, Deputy Principal Wellbeing, Registrar and Director of Campus

Policy status

Revised

Approval Body

Staff Meeting

Meeting number:

Meeting date: Day Month Year

Agenda item:

Endorsement Body

College Leadership Team

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

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

Registrar