

# Enrolment Policy

## 1. Purpose

Caroline Chisholm Catholic College (College) is a Catholic secondary college serving the the local community.

This Enrolment Policy operates within the framework of CEM policies, including Enrolment for Schools in the Archdiocese of Melbourne available at: <https://www.cem.edu.au/About-Us/Policies.aspx>

This Enrolment Policy operates in accordance with the College's vision, mission and values.

## 2. Definitions

**Application Fee** means the fee payable to the College for all prospective new students, in accordance with the College's Fees Policy, as varied from time to time.

**Catholic Children** means a child who is a member of the Catholic Church. This is usually established by a Certificate of Catholic Baptism.

**Priority Catholic Primary School** means the following schools:

Annunciation PS, Brooklyn	St. John's PS, Footscray
Christ the King PS, Braybrook	St. Lawrence PS, Derrimut
Corpus Christi PS, Kingsville	St. Mary MacKillop PS, Keilor Downs
Holy Eucharist PS, St Albans South	St. Monica's PS, Footscray
Mother of God PS, Ardeer	St. Paul's PS, Sunshine West
Our Lady of the Immaculate Conception PS, Sunshine	St. Paul's Kealba PS, Kealba
Resurrection PS, Kings Park	St. Peter's PS, Sunshine South West
St. Bernadette's PS, Sunshine North	St. Peter's Chanel PS, Deer Park
	St. Theresa's PS, Albion

**Priority Parish** means the parishes of:

Albion	Sunshine
Braybrook/Maidstone	Sunshine North
Deer Park	Sunshine West
Footscray	Keilor Downs/Kealba
Kingsville	Kings Park
St Albans South	

## 3. Scope

This Enrolment Policy gives general guidance to prospective parents and guardians regarding enrolment criteria and procedures at the College.

At all times the College reserves the right to select the students who attend the College according to policy, as varied from time to time.

## 4. Application for Enrolment

An Application for Enrolment form (which can be accessed [here](#)) must be completed and submitted to the College with all required documentation and non-refundable application fee:

- (a) for applications for year 7, by August of Grade 5; or
- (b) for applications for year 8-12 at anytime during the year

Where an Application for Enrolment for commencement in Year 7 is submitted subsequent to the enrolment application deadline, the College will also take into account the date that the College receives the application in determining priority of admission (discussed further below).

An Application for Enrolment must be submitted with all required documentation and information (as outlined in the Application for Enrolment) as well as payment of a non-refundable Application Fee (see the College's Fees Policy for more information). Otherwise, the College will not accept the Application for Enrolment.

An Application for Enrolment is a pre-requisite to, but not a guarantee of, enrolment in the College.

An Application for Enrolment is also subject to an interview as scheduled by the College, which is also not guaranteed. Reference phone calls and/or email to the Applicant's current teachers nominated by the Applicant or parent(s)/guardian(s) will be conducted as required.

It is important that any additional needs (medical or learning) of the Applicant are advised to the College at the time of submitting the Application for Enrolment. Failure to provide all required information, or the provision of misleading information, may result in the College declining to make, or delaying the making of, an offer, or in some cases result in the subsequent withdrawal of an Offer of Enrolment at the College.

Where parent(s)/guardian(s) have declared a medical condition, physical impairment, mental impairment or the need or likelihood of a need for educational support, the College will make an initial assessment of the Applicant's needs. This will include consultation with the Applicant's parent(s)/guardian(s) if necessary. If further or independent assessments are required to be made by non-College personnel, this will be at the expense of the parent(s)/guardian(s).

The College reserves the right to refuse an Application for Enrolment should the College determine that it is not able to reasonably meet the specific needs of the Applicant (even after considering reasonable adjustments), or is not able to provide an environment which is healthy and safe for the Applicant.

Parent(s)/guardian(s) of the Applicant will be advised of whether or not the Application for Enrolment is successful in writing, by post. If the Application for Enrolment is successful, the College will make an Offer of Enrolment to the Applicant. If the Application for Enrolment is not successful, the parent(s)/guardian(s) will have the option to have the Applicant remain on the waiting list.

## 5. Priority of Admission

Priority of admission is at the College Principal's sole discretion, but otherwise will be as outlined below.

The College has limited places that can be offered each year to prospective students who have submitted an Application of Enrolment (Applicants). Due to the limited places available, Applicants may not be offered a place. Any Offer of Enrolment at the College is at the sole discretion of the Principal who will consider each case on its merits and take account of special circumstances.

The College reserves the right to refuse any Application for Enrolment without providing a reason.

## Priority of Admission - Applications for Year 7

The following priority of admission applies for all Applicants wishing to commence at the College in Year 7 (in conjunction with the Application for Enrolment and any interview with the Applicant):

### 1. First, Catholic Children who:

- (a) are siblings of current students at the College, thereafter:
- (b) are siblings of past students of the College, thereafter:
- (c) are children of staff members currently working at the College, thereafter:
- (d) are children of past students of the College, thereafter:
- (e) have attended a Priority Catholic Primary School (as defined above), thereafter:
- (f) are residents of a Priority Parish and have not attended a Priority Catholic Primary School, thereafter:
- (g) Catholic students from other areas for pastoral purposes.

### 2. Second, Orthodox children who:

- (a) are siblings of current students at the College, thereafter:
- (b) are siblings of past students of the College, thereafter:
- (c) are children of staff members currently working at the College, thereafter:
- (d) are children of past students of the College, thereafter:
- (e) have attended one of the Priority Catholic Primary Schools, thereafter:
- (f) are residents of a Priority Parish and have not attended a Priority Catholic Primary School, thereafter:
- (g) Orthodox students from other areas for pastoral reasons.

### 3. Third, other children who are:

- (a) siblings of current students at the College, thereafter:
- (b) siblings of past students of the College, thereafter:
- (c) children of staff members currently working at the College, thereafter:
- (d) children of past students of the College.

### 4. All other children who:

- (a) have attended a Priority Catholic Primary School, thereafter:
- (b) are residents of a Priority Parish and have not attended a Priority Catholic Primary School, thereafter:
- (c) are not residents of a Priority Parish and have not attended a Priority Catholic Primary School.

## Priority of Admission - Applications for Years 8 - 12

The following priority of admission applies for all Applicants wishing to commence at the College in Years 8 - 12:

- a) Siblings of current students
- b) Catholic children who are residents of a Priority Parish
- c) Catholic children who reside outside of a Priority Parish
- d) Non Catholic children who are residents of a Priority Parish
- e) Non Catholic children who are resides outside of a Priority Parish.

## 6. Offer of Enrolment

The College will consider any Application for Enrolment in conjunction with any interview and reference checks had with the Applicant as well as Priority of Admission factors in deciding whether to make an offer of enrolment to the Applicant (Offer of Enrolment).

If the Application for Enrolment is successful, the College will make a written Offer of Enrolment to the Applicant. The Applicant's parent(s)/guardian(s) are required to complete and return all documentation contained within the Offer of Enrolment (including the College's Conditions of Enrolment) by the date indicated in the Offer of Enrolment.

Any Offers of Enrolment for years 8 - 12 will generally offer a commencement of the beginning of Semester 1 or Semester 2, or as decided by the College. An Offer of Enrolment may be revoked, if all relevant or requested information is not disclosed to the College or if any misleading information or documentation is provided to the College.

## 7. Acceptance of Offer of Enrolment

In order to accept an Offer of Enrolment, the parent(s)/guardian(s) of the Applicant must:

- (a) Satisfactorily complete, sign and return all documentation contained within the Offer of Enrolment by the date indicated in the Offer of Enrolment (including the Conditions of Enrolment); and
- (b) make payment to the College of a non-refundable deposit for the College's fees (being the amount indicated in the Offer of Enrolment).

Acceptance of the College's Offer of Enrolment is deemed as acceptance of the College's conditions of Enrolment, this Enrolment Policy and the Fees Policy. It is a condition of the Acceptance of the College's Offer of Enrolment that parent(s)/guardian(s) agree to be bound by the College's rules, policies and procedures and the Conditions of Enrolment as varied from time to time.

## 8. Termination of Enrolment

The College reserves the right to impose any lawful disciplinary action that the College deems appropriate or to expel, or suspend, any student from the College subject to applicable Catholic Education Melbourne policies:

- (a) if the student's conduct or performance is deemed by the College to be unsatisfactory;
- (b) if the student and/or parent(s)/guardian(s) fail to comply with the College's rules, policies and procedures (including the College's Conditions of Enrolment);
- (c) if it is identified that misleading or inaccurate information was provided to the College;
- (d) for any other reason as deemed appropriate by the Principal of the College.

## 9. Responsibility for implementation

College staff including the Principal and on their behalf Deputy Principal Wellbeing, Head of Admissions and Directors of Campuses.

## 10. Policy status

Revised 2020; interim for publication. For finalisation, and triannual review.

**Related Policies****Related Documents**

CEM 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**

Head of Admissions

**Policy Manager**

College Compliance Officer