



ENROLMENT POLICY

1 INTRODUCTION

This Enrolment Policy applies to Mary MacKillop Catholic Regional College (MMCRC) which is managed and operated by Diocese of Sale Catholic Education Limited (DOSCEL) in the State of Victoria (Schools). This Policy also applies to the DOSCEL Secretariat.

Catholic children have, by baptism, a right to a Catholic education. Therefore, our Schools give priority to children baptised as Catholics. They also support parents/guardians who seek a Catholic education for their children. It is from their Catholic identity that our Schools derive their fundamental characteristics and structure as a genuine instrument of the Church.

2 PURPOSE

This policy provides clarity of processes and procedures for enrolment of children at MMCRC and in Catholic schools managed and operated by DOSCEL. A listing of the schools managed and operated by DOSCEL is available on the DOSCEL website <http://www.doscel.catholic.edu.au/>

When considering the enrolment of student/s into MMCRC will apply the principles and procedures contained within this Policy.

3 PRINCIPLES

The following enrolment guiding principles give direction in determining enrolment processes and procedures for MMCRC.

- 3.1 Strive to be authentically Catholic and faithful to the tradition and teachings of the Church.
- 3.2 A community whose mission is to provide its members with a holistic education which takes place in an environment formed by the teachings and values Christ gave us in the Gospels.
- 3.3 The Catholic school community strives for strong partnerships with the parish/parishes it serves.
- 3.4 Families who choose a Catholic school for their children do so on the understanding that they respect and agree to support the Catholic identity, ethos and mission of the school and acknowledge the importance of religious education for their children.
- 3.5 Financial hardship will not be a ground for automatic refusal of enrolment. In circumstances where a family is experiencing genuine financial hardship, this will be taken into account by our Schools at the time of enrolment. Schools may put in place payment arrangements, such as fee concessions.
- 3.6 Have a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need.
- 3.7 Have a responsibility to ensure that the requirements of State and Commonwealth legislation are met when processing enrolments.
- 3.8 Have a responsibility to promote enrolment in Catholic primary and secondary schools.

4 DEFINITIONS

Catholic child: is considered to be Catholic if they are a member of the Catholic Church, usually established with a Certificate of Baptism.

Catholic school: is one which operates with the consent of the Diocesan Bishop.

Designated enrolment catchment area: means the designated enrolment catchment area for a school in the parish from which the school draws the majority of its enrolments and to which the school gives priority of enrolment. For secondary schools, it will be those parishes designated as 'priority parishes' by DOSCEL.

Diocesan Bishop: is entrusted with the care of the Diocese over which he holds ordinary jurisdiction. He is responsible for teaching doctrine, governing Catholics in his jurisdiction, and sanctifying the faithful of his Diocese, and representing the Church.

Diocese of Sale Catholic Education Limited: is a not for profit organisation that carries on and promotes the charitable activities of the Diocese of Sale in connection with education, in particular to support and advance Catholic education through its operation of the Schools. The principal is responsible for the administration and management of the day to day operation of the school.

Parish: is the local parish as defined by its geographical boundaries.

5 PROCESS

It is expected that children will enrol in the Catholic school serving the parish in which they reside.

It is recognised that a range of circumstances affect schools when making enrolment decisions. These circumstances vary from year to year and require each school to make allowances for their specific needs.

In exceptional situations where Catholic children who reside in other parishes cannot obtain places in their local parish school, or if families request enrolment outside their local parish, it is expected that communication will occur between the Chief Operations Officer, DOSCEL, in consultation with the parish priest, and principal.

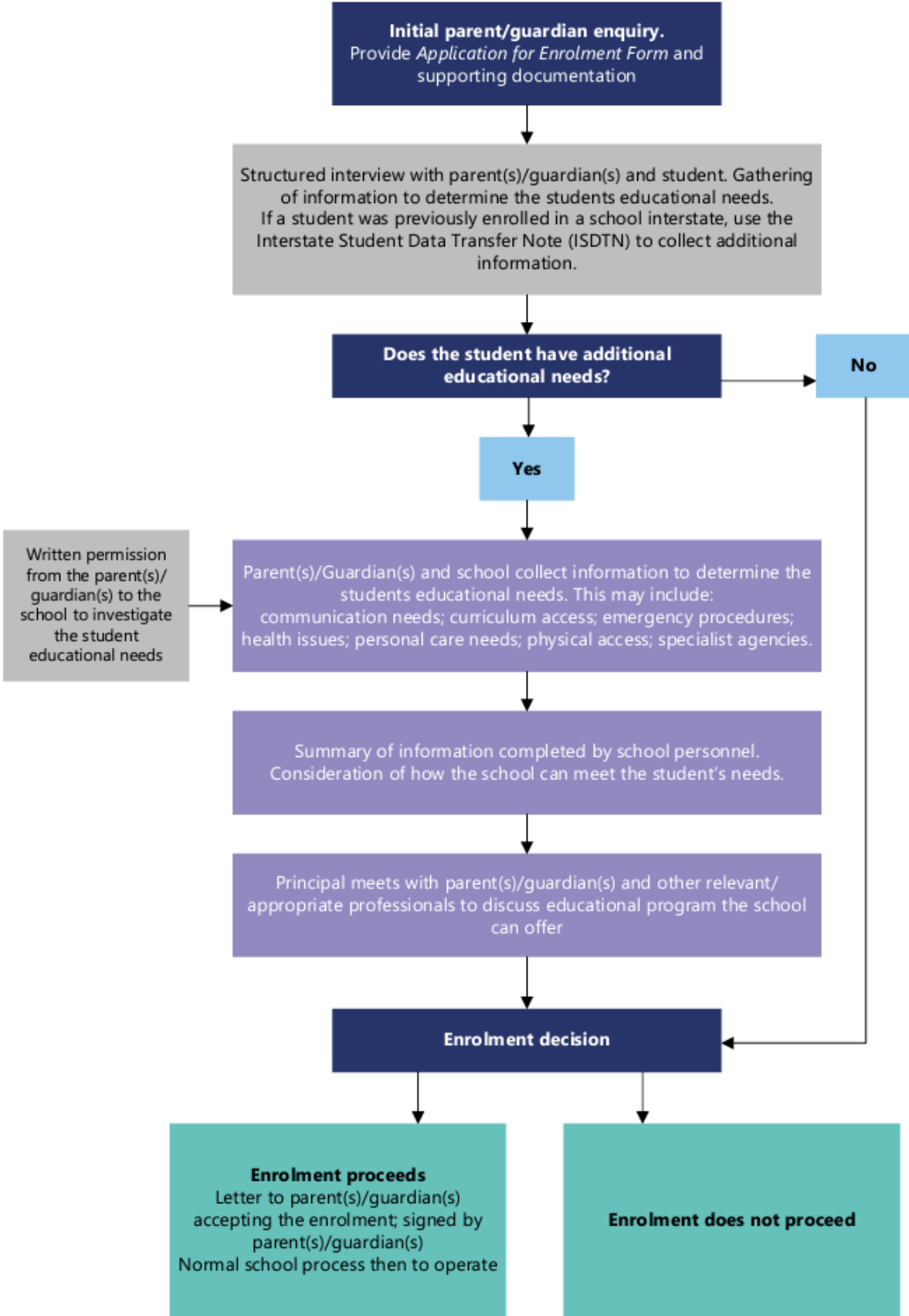
Enrolment for entry at Year 7 level generally closes on May 31st in the year preceding entry. An Application for Enrolment Form must be completed online and submitted to the College by the published due date with a \$150.00 non-refundable deposit, once your enrolment has been accepted this amount is credited to the following year's fee account.

For entry at other year levels are welcome at any time during the year, the Application for Enrolment Form is required to be completed online at the most practicable time and confirmation of enrolment will be made following an interview with College staff (usually the Principal).

All enrolments are to be completed online at - <https://www.mackillopleongatha.catholic.edu.au/>

Enrolment offers will be made in the following the enrolment criteria (5.2) until all available places are filled.

5.1 Enrolment Process Flowchart



5.2 Enrolment Criteria

Within the context of the enrolment principles and guidelines, the criteria set out below, which are listed in priority order, are provided for Catholic primary and secondary schools to consider when the number of enrolment applications exceed a school's available places. The following procedures apply to enrolment applications which are received by the published closing date.

5.2.1 Secondary Schools

Enrolment in Catholic secondary schools is prioritised as follows:

- I. Children baptised as Catholics and siblings of children already attending the school.
- II. Catholic children who attend a Catholic school in the designated enrolment catchment area.
- III. Catholic children from non-Catholic schools whose families are active members of the local parish.
- IV. Children who have been enrolled in a Catholic school in the designated enrolment catchment area.
- V. Catholic children who attend a Catholic school but reside outside the designated enrolment catchment area.
- VI. Catholic children from non-Catholic schools who reside outside the designated enrolment catchment area, who:
 - (a) cannot obtain a place in their designated secondary school; or
 - (b) can obtain a place in their designated secondary school, but choose not to accept such a place.
- VII. Children who have been enrolled in a Catholic school outside the designated enrolment catchment area.
- VIII. Catholic children who reside in other parishes and who could have gained enrolment in their parish secondary school.
- IX. Children from families who belong to any Orthodox Church.
- X. Non-Catholic families seeking a Catholic education for their child/children.

5.3 Compulsory Enrolment Age

In accordance with the Education and Training Reform Act 2006, it is compulsory for children and young people aged between six and 17 years of age to be enrolled in a Victorian school.

5.5 Enrolment of Students from Interstate

When enrolling students whose previous school was interstate, all Schools must use the protocols of the Interstate Student Data Transfer Note (ISDTN). This is a mandatory requirement of the Australian Government.

It is the responsibility of the enrolling school to initiate and manage this process, and be sensitive to parents/guardians/student consent requirements for the provision of information.

All relevant documents and information are available on the Education Council website <https://www.education.gov.au/transferring-student-data-interstate>

5.6 Concerns Regarding Student Wellbeing and Safety

If, in the course of the enrolment process, MMCRC becomes aware that there are issues in relation to the wellbeing and safety of a student or proposed student or any risk of family violence, it must consider whether a request for information should be made under the Child Information Sharing Scheme (**CISS**) or Family Violence Information Sharing Scheme (**FVISS**), or whether any information should be voluntarily provided to another prescribed Information Sharing Entity (**ISE**) under the CISS or **FVISS**. Other ISEs include Victoria Police and family violence specialist services.

Decisions regarding information sharing must be made in accordance with the Family Violence Multi-Agency Risk Assessment and Management Framework.

The CISS and/or FVISS must not be used by MMCRC or the DOSCEL Secretariat to unlawfully restrict, limit or remove access to education services, for example, to 'screen' children, and families prior to enrolment contrary to the best interests of a child or young person.

For further information, see: [Information Sharing and Family Violence Reforms Contextualised Guidance](#), [Child Information Sharing Scheme Ministerial Guidelines](#), [Family Violence Information Sharing Guidelines](#), and [Family Violence Multi-Agency Risk Assessment and Management Framework](#).

5.7 Complaints

When it is unlikely that a complaint will be resolved using MMCRC's complaint-handling procedures the principal will seek advice from the DOSCEL Secretariat.

When a parent/guardian is not satisfied with the manner in which their complaint has been treated by MMCRC, or their complaint is about the principal of the MMCRC, parents/guardians should contact the Executive Manager: Industrial Relations / Human Resources, DOSCEL.

Contact:

Executive Manager: Industrial Relations / Human Resources Diocese of Sale Catholic

Education Limited 6 Witton Street (PO Box 322)

Warragul 3820

Phone: (03) 5622 6600

Email: <mailto:complaints@doscel.catholic.edu.au>

All concerns and complaints lodged with the DOSCEL Secretariat about a Catholic school in the Diocese of Sale will be addressed in accordance with the DOSCEL Complaints and Grievances Management Policy.

6 EXPECTED OUTCOMES

MMCRC and families in the Diocese of Sale have an enrolment policy that is clear and transparent to guide them in the enrolment process.

9 REVIEW

This Policy has been ratified by the Principal.

Implementation Date: **May 2017**
Reviewed: **August 2023**
Next Review Date: **August 2025**