



## St Mary MacKillop College Enrolment Policy

The St Mary MacKillop College enrolment policy has been developed to assist the Principal in the assessment of potential future students' suitability for enrolment at the College. St Mary MacKillop College caters for all who are committed to living out the values and the charisma of St Mary MacKillop of the Cross.

### Background

All Catholic primary and secondary schools are central to the mission and work of the Diocese of Ballarat and to the life-quality of students and their families. Inspired and governed by the message and person of Jesus Christ, and committed to the physical, intellectual, social and spiritual development of each person, they provide education of the highest quality to their communities. In line with the self-understanding of the Church, they are welcoming to all who share their educational philosophy. Through their distinctive educational style, Catholic schools make an irreplaceable contribution to the intellectual, ethical and spiritual well-being of their own community and of Australian society (Awakenings, 1998).

Each Catholic school in the Ballarat Diocese "participates in the evangelising mission of the Church and is the privileged environment in which Christian education is carried out. In this way Catholic schools are at once places of evangelisation, of complete formation, of enculturation, of apprenticeship in the lively dialogue between young people of different religions and social backgrounds. The ecclesial nature of the Catholic school, therefore, is written in the very heart of its identity as a teaching institution" (The Catholic School on the Threshold of the Third Millennium, 1997, n.19)

### Guiding Principles

St Mary MacKillop College embraces the mission of the Church by welcoming the enrolment of all students and families who share their vision and educational philosophy.

Catholic schools, established, maintained and governed by the Ballarat Diocese, or in partnership with Religious Institutes and/or ministerial public juridic persons, strive to be authentically Catholic and faithful to the mission of the Catholic Church.

A Catholic school is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling. While there is an invitation to all, the practicalities of being able to accommodate enrolments beyond current physical facilities may be limited by available resources.

- A Catholic school has a particular responsibility to provide access to children baptised in the Catholic faith.
- Catholic schools have a responsibility for being inclusive and therefore welcome, accept and support those most in need.
- Catholic schools seek actively to engage families and carers as partners in their child's education process and the life of the school in an atmosphere of co-responsibility and co-accountability.

All enrolments at St Mary MacKillop College will be at the discretion of the Principal, who will be informed by, but not restricted to the following guidelines.

St Mary MacKillop College aims to make available places to any student who seeks enrolment and is prepared to commit to respecting the Catholic nature of the school and its educational goals.

When the number of applications exceeds the number of places that can be made available, preference in enrolment will normally be given to students in the following order:

- Siblings of children already enrolled in the College
- Baptised Catholic children who are resident in the parish.
- Baptised Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest
- Baptised children of Catholic families from parishes that do not have a Catholic school.
- Baptised children of Catholic families from other parishes (for pastoral reasons).
- Children not baptised from families in the parish with one parent a baptised Catholic
- Students of other Christian denominations who have attended a Catholic school (Primary or Secondary)
- Children from another Christian tradition where adult baptism is active in that tradition
- Children baptised in another Christian tradition who reside in the parish
- Children baptised in another Christian tradition who reside outside the parish
- Children from a faith background other than Christian or other pastoral considerations.
- Children of current staff members
- Children of past pupils of the College
- Other children who, in conjunction with their parents, display a willingness to support the philosophy and ethos of the College.

Enrolments will not be considered if the enrolment form is incomplete.

### **Criteria for Enrolment**

Students seeking to transfer to the College from another college must provide a recent report from the previous school, and the school will be contacted for a reference.

No child should be excluded solely on the grounds of race, religion, intellectual or physical disability or the financial situation of the parents.

**Out of Home Care, School enrolment responsibilities (outside normal enrolment timelines) in accordance with Out of Home Care Education Commitment Partnering Agreement, 2018**

If Child Protection or Department of Health and Human Services is involved St Mary MacKillop College will:

- (If a place is available), Enrol a student without delay – any delay of more than one day must be endorsed by the Governing Authority
- Ensure that accurate information regarding out-of-home care status is recorded in the school's student information record-keeping mechanism
- Liaise with the student's previous school to ensure the transfer of relevant information including the Individual Education Plan
- Establish a Student Support Group in the first week of the student's enrolment
- Support the student to stay at the school or maintain a connection with their school if a change must occur
- When a student leaves the school, provide appropriate information to the new school regarding the student's learning and support needs to ensure a smooth transition
- The Catholic Education Office Ballarat will:
  - Facilitate the timely and effective enrolment of each student in out-of-home care by providing advice and support to schools
  - Work with schools, Child Protection and Department of Health and Human Services to resolve any enrolment difficulties in a timely manner.

### **Enrolment of Students with Additional Learning Needs**

Catholic schools are expected to welcome parents who wish to enrol a student with additional learning needs and do everything possible to accommodate the student's needs. Children with special needs who can be catered for in the regular classroom will be considered for enrolment upon the recommendation of an integration support group convened by the Principal, specifically to examine the ability of the College to meet those needs.

The process for enrolling students with additional needs is the same as that for enrolling any student, and should conform to the Enrolment Process in addition to liaising with the Learning Diversity Leader at CEOB. Primary and secondary schools are expected to collaborate to ensure coordination and consistency of policy and processes when students are in transition. Schools are required to comply with the relevant Australian and Victorian Government Legislation Disability Discrimination Act (DDA) 2005 when considering the enrolment of a student with additional learning needs in a Catholic school.

### **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 parent/student consent requirements

for the provision of information. All relevant documents and information are available at the MCEETYA website [www.mceetya.edu.au/transfernote](http://www.mceetya.edu.au/transfernote).

The enrolling family must give a written commitment to support the College financially. Normally, support would be through full payment of school fees and levies as set by the College. When circumstances indicate that full payment will not be possible, the obligation remains with the family. Individual arrangements can be set in place and it is expected that this be discussed with the Principal before the enrolment process is completed.

Enrolment is ongoing provided the College expectations continue to be met.

A probationary enrolment can assist in making a final decision regarding enrolment.

Students applying to VCE study after a prolonged break will be considered on an individual basis. These students will in most cases be recommended to continue their studies at TAFE or a setting with an adult enrolment.

### **Class Sizes**

All enrolments are subject to class sizes.

At Year 7 and 8, the total number of enrolled should be (or almost be) a multiple of the class size e.g. 24, 48, 72, 96, 120.

### **Outcome**

It is believed that through this Policy, each applicant will be assured a fair and just process.

### **Relevant Legislation**

- Disability Discrimination Act (DDA) 1992
- Disability Standards for Education 2005
- Privacy Act 1988 and Privacy Amendment (Notifiable Data Breaches) Act 2017
- Commission for Children and Young People Act (Vic) 2012
- Children Youth and Families Act (Vic) 2005
- Equal Opportunity Act (Vic) 1996
- Health Records Act (Vic) 2001

### **Key Related Documents**

- Enrolment Form
- Enrolment Form Explanatory Statement
- Fees and Levies Policy
- Privacy Policy
- Out of Home Care Education Commitment (Partnering Agreement) 2018

Ratified: August 2019

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