

## Enrolment Policy

Mater Christi College, Belgrave is a Catholic College established by the Sisters of the Good Samaritan of the order of St Benedict in 1963. The College operates with the consent of the Catholic Archbishop of Melbourne, is governed by an incorporated board and owned by Good Samaritan Education. Mater Christi is a proud leader in contemporary education and strives to educate young women to be Informed, Compassionate and Creative.

### Purpose

This policy seeks to ensure that students are enrolled at Mater Christi College ('MCC' or 'the College') in a manner that is fair, consistent, and transparent. The policy sets out the basis on which students are enrolled and specifies the information that is required from families on entering an Enrolment Agreement with the College.

### Scope

This policy applies to all current and future students seeking admission to the College, parents/carers of current and future students and staff.

### Principles

The College values diversity across the community and this principle shapes the way in which the College enrolment criteria are applied. The College embraces equal opportunity, is inclusive in outlook and welcomes students from all backgrounds and faith traditions. The College endeavours to provide a Catholic education accessible to all those who desire it. The enrolment process at Mater Christi College operates within the policy framework and key enrolment dates of Melbourne Archdiocese Catholic Schools (MACS Policy 2.4).

### Statement of Policy

#### 1. Responsibilities

- 1.1. The MCC Board is responsible for approving the criteria for enrolment and the terms and conditions contained in this policy.
- 1.2. The Principal is responsible for ensuring this Enrolment Policy is implemented in a fair, transparent and non-discriminatory manner.
- 1.3. The Principal reserves the right to exercise discretion in all matters pertaining to enrolment applications and admission.
- 1.4. Decisions concerning enrolment applications and admission are made by the Registrar in accordance with the criteria outlined in this policy.

#### 2. Related policies and legislative framework

- 2.1. MACS Policy 2.4
- 2.2. MCC Parent Code of Conduct
- 2.3. MCC Student Code of Behaviour
- 2.4. MCC Fees and Collection Policy
- 2.5. MCC Privacy Policy

- 3. Enrolment and admission dates .**
  - 3.1. Enrolment applications for Year 7 are encouraged to be finalised at the main intake by August of Year 5.
  - 3.2. The College accepts new student enrolment applications at all year levels where places are available.
- 4. Enrolment Agreement**
  - 4.1. When enrolling at MCC, families enter into an Enrolment Agreement with the College. The Enrolment Agreement requires agreement to Terms & Conditions of Enrolment including Fees and Collections Policy, Parent Code of Conduct, Student Digital User Agreement and Student Code of Behaviour. These documents are available on the College website.
- 5. Enrolment Procedure**
  - 5.1. Enquiries and visits are always welcome and can be arranged by contacting the College Registrar. Applicants are encouraged to attend a College Tour at any stage.
  - 5.2. Applicants must submit an Application for Enrolment available as a link on the College Website. The application should be signed by all parents and carers and the required documentation uploaded. If assistance is required with these steps, or if there are any questions, the Registrar can be contacted.
  - 5.3. Required documentation for enrolment includes
    - 5.3.1. Applicant birth certificate or passport
    - 5.3.2. Most recent school report
    - 5.3.3. Student Year 5 NAPLAN results summary (or relevant year level if a non-year 7 applicant).
    - 5.3.4. Relevant legal documentation such as court orders.
    - 5.3.5. Relevant information for learning purposes – such as diagnostic testing results and reports which will assist the College in planning for learning adjustments.
  - 5.4. Applications will be considered after submission of the Application for Enrolment and payment of \$120 application fee. The College will confirm receipt of application.
  - 5.5. All applicants will be scheduled to attend an enrolment interview with the Principal or delegate .
  - 5.6. Applicants for the main intake of Year 7 will be informed of the outcome of their enrolment application by the end of the Grade 5 year. All other applicants will be informed as required, providing the College has a place available.
  - 5.7. A Letter of Offer to Applicants being offered a place at the College will be communicated in writing to the Applicant. The Letter of Offer includes an Acceptance of Offer of Enrolment form for the Applicant's signature to confirm acceptance of the Enrolment Agreement. This should be returned within 14 days from receipt of offer to secure a place.
- 6. Priority order of enrolment**
  - 6.1. When numbers outweigh the places available and at the discretion of the College, some applications may be given preference on the basis of early enrolment, position on the waiting list and on the following basis:
    - 6.1.1. Applicants who are
      - 6.1.1.1. Catholic students attending a Catholic parish primary school.
      - 6.1.1.2. Catholic students attending a government or other non-government school.
      - 6.1.1.3. Non Catholic students attending a Catholic parish primary school.
    - 6.1.2. Applicants who have members of their immediate families as present or past students of the College, including, but not limited to:
      - 6.1.2.1. Sisters of students currently enrolled
      - 6.1.2.2. Sister of alumnae
      - 6.1.2.3. Daughters of alumnae
  - 6.2. Where places are not immediately available even after application of the priority rules above, a waiting list will be maintained by the College.
  - 6.3. For wait list purposes those applications with a direct family connection to MCC will receive an enrolment advantage.
  - 6.4. International Students who are not Australian citizens will only be eligible for entry once all Australian government requirements have been satisfied.
  - 6.5. The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

## 7. Withdrawal

- 7.1. If a Student is enrolled and then withdraws before the scheduled commencement date or defers to a year where only a waiting list exists, all fees previously paid, except the Application Fee and the Enrolment Fee, will be returned provided the College has been provided with one full term's advance notice.

## 8. Continuing Enrolment

- 8.1. Once a student has commenced at the College, their enrolment is continuous through to Year 12 unless the student is formally withdrawn at the initiative of the College or the Applicant.

## 9. Appeals Process

- 9.1. Where the College does not offer a place to a child for enrolment in the College, Applicants may appeal the College's decision within 3 weeks of being notified they have not received an offer of enrolment.
- 9.2. The appeal must be in writing, signed by the Applicant and include the grounds for appeal.
- 9.3. The College will assess and make a determination for appeals on a case-by-case basis. The College may preference students as set out in this Enrolment Policy or Terms and Conditions and permitted by the Education and Training Reforms Act 2006 (Vic). The College will notify the Applicant of the outcome of the appeal within 2 weeks of receiving the appeal.

## 10. Enrolment data

- 10.1. MCC has an enrolment register that is a permanent record of the students admitted to the College. The enrolment register determines those Students for whom attendance must be registered and monitored. The College has processes and procedures in place to ensure that the register is kept up to date.
- 10.2. Parents of future Students should communicate any change of address to MCC via email/in writing so that contact can be maintained. The College will take reasonable efforts to maintain up to date contact details for all families, however, failure to communicate a change of address could mean a loss of enrolment opportunity.
- 10.3. If false or misleading information is provided in the Application, the College reserves the right to cancel the offer of enrolment.

## 11. Data Collection

- 11.1. The College collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process in accordance with its Privacy Policy . The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students. Please refer to the Privacy Policy for more information.

## 12. Governance

Document Details	
Title:	Enrolment Policy
Policy Approval	MCC Board
Policy Owner	Principal and Registrar
Date Created	September 2022
Review Date	September 2025
Audience	MCC Community and public
Location	Website