

MARIST-SION COLLEGE

ENROLMENT PROCEDURE GUIDE

YEARS 8 - 12



INTRODUCTION

These procedures have been developed to inform all prospective families of the Enrolment Policy and Protocol at Marist-Sion College.

COLLEGE POLICY

The College Policy indicates that:

Access to this school shall be according to the following priority when offers are made.

1. Catholic students who attend Catholic Secondary Colleges and have moved to our area;
2. Catholic students who attend other schools;
3. Students of other faith backgrounds who already have one or more siblings at the College;
4. Students of other faith backgrounds who are attend Governmnet Secondary Schools;

Offers will be made to applicants in accordance with the policy until the enrolment cap is reached. If the number of applications exceeds the available numbers of enrolments, then a waiting list will be developed. For Catholic families, Baptismal certificates are required and families from non-Catholic primary schools are to provide report details for their child.

COLLEGE ETHOS

It is important for prospective families to appreciate the principles and values we hold at the College.

You will find information in the enclosed Prospectus which details the mission and faith development objectives of Marist-Sion.

Some important points to note are:

- Marist-Sion places priority on supporting the faith development of your child through adolescence and into early adulthood;
- The Pastoral Care programme at the College ensures that every student is very much valued as an individual;
- The College encourages each individual to develop their God-given talents and to aspire to personal excellence;
- We have a varied and challenging curriculum with a caring and dedicated staff.

ENROLMENT PROCEDURES

The following procedure has been established for the Enrolment process:

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| 1 | Prospective families obtain Enrolment Application Packages from the College. |
| 2 | Prospective Families read the information which includes: Introductory Letter Enrolment Procedures Guidelines Fee Structure College Profile Enrolment Application Form General Information Guide |
| 3 | Prospective Families to complete Enrolment Application (green) and submit to College. *A non-refundable \$135.00 enrolment administration fee must accompany the application form. A copy of the Student's Birth Certificate is to be submitted with the application. |
| 4 | All new families are required to be interviewed by the Principal or a Leadership Team member. We will contact you to arrange an appointment. A tour of the College can be arranged by speaking with the Enrolment Officer. |
| 5 | Enrolment Applications processed in accordance with College Policy. |
| 5 | Enrolment offers made in writing to applicant families in accordance with Policy. If applications exceed available positions, then families not provided with an offer will be informed of waiting list status. |
| 6 | Families receiving an Enrolment offer required to peruse information and submit all forms as an acceptance of offer. |
| 7 | Confirmation of Enrolment and information relating to the forthcoming school year distributed to enrolling families. |
| 8 | Waiting list families are contacted in order of priority and date of Application if a position becomes available. |

Please note that the College is open to any enquiries, inspections of the College facilities, interviews with staff or general assistance. Please contact the Principal's Secretary, Mrs Kaye Hanley at the College on (03)5623 5944 or enrolments@mscw.vic.edu.au

Details in respect of fees, uniform and transport options will be forwarded to families who are offered a position. However, some general details regarding these matters are enclosed for your information.

We trust the enclosed details will be of assistance in considering Marist-Sion as the College for your son or daughter.