

MARIST-SION COLLEGE ENROLMENT PROCEDURE GUIDE



INTRODUCTION

This guide has been developed to inform all prospective families of the Enrolment Policy and procedures at Marist-Sion College.

COLLEGE ENROLMENT POLICY

The Enrolment Policy indicates that access to this school for Year 7 shall be according to the following priority when offers are made in April of the preceding year.

1. Catholic students who attend Parish Primary Schools;
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 attending Parish Primary Schools;
5. Students of other faith backgrounds not enrolled in Parish Primary 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, and are willing to support, 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 Year 7, 2018 Enrolment process:

Prospective families can obtain Enrolment Application Packages from the College. <i>(Catholic Primary Schools Packages are sent to families.)</i>	March 6, 2017
2018 Year 7 Information Event to be held in College from 4.15pm for Registration and tours.	March 8, 2017
Applications for Year 7, 2018 Enrolments Open	March 9, 2017
Prospective Families complete Enrolment Application and submit to College. *A \$100.00 enrolment administration fee must accompany the application form, along with a copy of the child's Birth Certificate and if applicable, Baptismal Certificate.	Applications are not eligible for processing until all supporting requirements are submitted.
Enrolment Applications close	March 29, 2017
Enrolment offers are 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. A waiting list will be maintained and parents will be contacted if a position becomes available.	By May 5, 2017
Families with an enrolment offer are required to submit all forms as an acceptance of offer and also the deposit of \$600.00 which will be offset against the first term fees in 2018. In cases of financial hardship, this fee may be changed or waived, so please contact the Finance Office for clarification.	By June 1, 2017
Families new to the College will be invited to attend an interview with a member of the Leadership Team.	By September 30, 2017
Information relating to Year 7, 2018 school year is posted to enrolling families.	By November 10, 2017

Please note that the College is open to any enquiries, inspections of the College facilities, interviews with staff or general assistance. Please contact the Enrolment Officer at the College on (03) 5623 5944.

Details in respect of fees, uniform and transport options will be forwarded in Term 4 to those families who are offered a position. However, some general details regarding these matters are enclosed for your information. We trust this information will be of assistance in considering Marist-Sion as the College for your son or daughter.

Please note that applications submitted without the supporting documentation (ie. Birth Certificate or Baptismal Certificate) will not be eligible for consideration. They will be treated as a pending application until the outstanding documentation has been lodged.