

<b>SECTION:</b>	ETHOS
<b>POLICY NO:</b>	ETHO3
<b>POLICY NAME:</b>	ENROLMENT
<b>ADOPTED:</b>	July 1996
<b>LAST AMENDED:</b>	April 2013

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**PREAMBLE:**

Marist-Sion seeks to provide a happy, caring environment for all its students in a supportive partnership with families, parishes and local communities. We follow and study the personal message of Christ as proclaimed in the Gospels and celebrate our faith through prayer, liturgy and worship.

This policy aims to provide enrolment procedures that afford each applicant genuine respect and reflect the College aim to be inclusive and accessible regardless of cultural background or ability to pay the full costs of a Catholic schooling.

**POLICY:**

Access to this school for Year 7 shall be according to the following priority when offers are made in July of the preceding year for applicants which are received by the deadline:

1. Catholic students who attend Parish Primary Schools;
2. Catholic students who attend other schools;
3. Students who already have one or more sibling(s) at the College;
4. Students of other faiths who are attending Parish Primary Schools;
5. Other students;

Within each category, selections will be made at random until the total number of places is filled. Applications made after the deadline will be processed according to the same set of priorities.

If a waiting list for access to other year levels is needed, the following priority is used:

1. Students currently enrolled in Catholic schools (who are moving to the area);
2. Catholic students currently enrolled in other schools in the area;
3. Other students.

Students, who are disadvantaged, intellectually or physically, should be enrolled provided they meet the criteria of this policy. (Refer to ETHO3: Enrolment - Attachment: Special Needs).

Children of Orthodox or Traditional Catholic faith are recognised as deserving special consideration.

Students of other faiths may be enrolled only after an undertaking is given by the parent(s) that the nature, life and identity of the College will be respected and that their children will participate in the Religious Education program.

While it is important that parents appreciate their responsibility to pay such fees and levies, no child will be excluded from the school or compulsory school activities, because of financial hardship. Families experiencing financial difficulty are encouraged to contact the finance office to discuss options.

A normal criterion of admission is that the student resides within the boundaries of a member parish.

Students may only be enrolled when class sizes would remain within acceptable limits upon their commencement.

Once enrolled, students have the right to complete their secondary education at this school, subject to adequate compliance to College expectations. However, before commencing each year of senior studies, students need to personally accede to the Pledge of Commitment to Marist-Sion.

The Principal reserves the right to make the decisions in enrolment cases based on considerations such as the pastoral needs of the student body. This particularly applies in the case of students seeking to transfer from neighbouring schools.

## **POLICY IMPLEMENTATION GUIDELINES**

### **A: PROSPECTIVE YEAR 7 (NORMAL ANNUAL PROCESS)**

The following process is used to process applications for enrolment:

The “Application for Enrolment” form needs to be submitted, with the prescribed fee.

Following the enrolment application process, those applicants whose families are new to the College or of a non-Catholic denomination will be interviewed by the Principal or another member of the Leadership Team and advised of the College expectations. For those students that are non-Catholics, Parents / Guardians need to give an undertaking that they will support the College’s ethos and that their children will participate in all aspects of the Religious Education Program, including retreats.

For cases where it is identified that students have special needs/disability, the procedures are identified in ETH03: Enrolment – Attachment 1: Special Needs.

The normal enrolment procedure timeframe is below. This may need to be varied slightly, depending on Term breaks:

<b>ACTION</b>	<b>TIMELINE</b>
Prepare Enrolment Prospectus (annually)	February
Advertisement/promotion (in Newspaper, Bulletins etc) (including letter to be forwarded by Parish Priest to families)	April/May
Parish Feeder Schools to supply student list and follow up action occurs.	Term 1, Week 8
Applications for Enrolments Open	Term 2, Week 4
Closing Date for Applications	Term 2, Week 6
Enrolment Applications collated and processed - numbers determined.	Term 2, Week 8
Offers will be made until the enrolment cap is reached, then a waiting list is started (if needed.)	
Enrolment offers are made to applicants	by the end of Term 2
Confirmation of Enrolment Offer Acceptance	Term 3, Week 2
If vacancies still exist, offers are then made to the balance of applicants.	
Arrangements made for interviews with new families to College.	Term 3, Week 3
Final advice provided to all applicants: offer, denied or waiting list	Term 3, Week 4
Interviews with new families to College by Leadership Team members.	Term 3, Weeks 5&6
Information regarding Orientation Day for Year 7 students	Term 4, Week 2
Further information conveyed to accepted families on Fees, dates, etc.	Term 4, Week 4

## **B: STUDENTS MOVING INTO THE AREA**

- Application for Enrolment Pack sent and advice provided on waiting list.
- Application needs to be submitted with details of previous school, reason for transfer and last school contact name.
- Parents are required to provide a copy of the most recent report from the student's previous school for College records.
- Subject to the report, it may be helpful for contact to be made to the student's current school to identify if there are any particular areas where the child may need particular help.
- Enrolment Officer prepares Application interview. If no space is currently available, formally advised of waiting list status.
- Appointment made for interview between Principal and family of new student/s.
- Prospective students will be given a Letter of Offer, Course Material, Bus Form (if required), Code of Conduct Policy and any other relevant documentation

Normally within two school days of the interview, the family is informed of the outcome of their application.

- a) If unsuccessful, the Application for Enrolment is placed onto the waiting list.
- b) Where the student is accepted, the following procedures are carried out:
  - Letter of acceptance is forwarded to the parents
  - Enrolment Officer and relevant Administration Staff update all required records.
  - They allocate student number and pass copies of the forms to the Business Manager, Head of House, Curriculum Administration and Deputy Principal.
  - Student details are entered immediately on Synergetic and class lists are updated (after consulting with Director of Studies/Curriculum Administrator) and distributed to relevant personnel
  - Curriculum Administrator is consulted to determine subject choices
  - The Enrolment Form is then used to commence a student file
  - Tutors and Subject teachers are informed

## **C: STUDENTS TRANSFERRING FROM A LOCAL SCHOOL (YR 7 TO 12)**

In addition to the steps involved in Part 2, the following points will normally be applied:

- the Principal or delegate will contact the student's previous school so as to be well-informed as to the pastoral and academic needs of the student
- Enrolment will normally be provisional, with the student's attitude/achievement generally being reviewed on a term by term basis for one semester.
- A letter of offer will indicate the provisional nature of the enrolment and the period of time for which this applies.