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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, disability or the family's ability to pay the full costs of a Catholic schooling.

## POLICY

Enrolment applications for entry to Year 7 at Marist-Sion College need to be made by the published due date. Offers in response to these applications shall be made according to the following priority:

1. Catholic students who attend Parish Primary Schools in the Parishes of Drouin, Iona/Maryknoll, Trafalgar and Warragul;
2. Catholic students who attend other schools;
3. Students who have, or have had, one or more sibling(s) at the College;
4. Students of other faiths who are attending Parish Primary Schools; and
5. Other students.

Within each category, selections will be made at random until the total number of places is filled. If subsequent vacancies arise, applications received after the deadline will be processed according to the same set of priorities.

If waiting lists for access to Years 8-12 levels are needed, the following priority is used for each level:

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

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.

A normal criterion of admission is that the student resides within the boundaries of one of the member parishes, namely Drouin, Iona/Maryknoll, Trafalgar and Warragul.

Students will only be enrolled provided class sizes remain within acceptable limits.

Once enrolled, students have the right to complete their secondary education at this school, subject to adequate compliance with College expectations. However, before commencing Year 11 and Year 12, students need to personally accede to the Pledge of Commitment.

## **POLICY IMPLEMENTATION GUIDELINES**

### **Students with Additional Educational Needs**

If students have additional educational needs, their parents/guardians/ are to inform the College in general terms of these needs at the time of the enrolment application. The Learning Support Coordinator is often the first point of contact in such circumstances. Such information will be handled in a sensitive and confidential manner.

After receiving written consent from the family, the school will collect information to determine the student's educational needs, with the assistance of the parent(s)/guardian(s). These might include: communication needs; curriculum access; emergency procedures; health issues; personal care needs; physical access; specialist agencies.

A summary of this information will be considered by school personnel, to evaluate how the school can meet the student's needs.

The principal will then meet with parent(s)/guardian(s) and other appropriate professionals to discuss the educational program the school can offer.

On acceptance of enrolment of a student with significant needs, a Support Group will be established. This may consist of members including the Principal, Learning Support Co-ordinator, Psychologist/Counsellor/Chaplain, relevant Head of House/Tutor, CEO advisor, Primary School delegate and the student's parent(s)/guardian(s).

The Program Support Group's tasks may include:

- establishment of a program to meet the learning needs of the student enabling them to access a curriculum that is relevant to his/her needs, in consultation with the student;
- review the placement of the student in the college and investigate and support an alternate placement/dual enrolment if required;
- liaise with support services and agencies to gather information relevant to the specific needs of the student;
- prepare and submit an application for additional funding; and
- requests for building modifications and/or resources to support the student's needs.

### **Future 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, by the advertised deadline.

Following the enrolment application process, those applicants whose families are new to the College and/or of a non-Catholic denomination will be interviewed by the Principal or another member of the Leadership Team and advised of the College's expectations. Parents/guardians of all students 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.

### 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/guardians/guardians 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.
  - 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:
- Enrolment Officer arranges for an enrolment interview by inviting the family to attend. If no space is currently available, the family is to be formally advised;
  - An appointment is made for an interview between Principal (or a member of the Leadership Team) and family of new student/s;
  - 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; and
  - Tutors and Subject teachers are informed.

### Students Transferring From a Local School (YR 7 TO 12)

In addition to the previous steps, 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;
- the letter of offer will indicate the provisional nature of the enrolment and the period of time for which this applies.