

ENROLMENT POLICY & PROCEDURES

This Policy is designed to ensure Emmanuel College complies with seven minimum Child Safe Standards in line with Ministerial Order No 870. As educators, we have a mandatory obligation to create a culture which prioritises a safe, nurturing community for every child. The Standards provide a framework for routinely reviewing and strengthening child safety strategies, policies and practices.

Enrolment Policy Summary

Emmanuel College is a regional Catholic college serving the following parishes: Yarraville, Spotswood, Newport, Kingsville, Altona North, Williamstown, Altona and Laverton. St Paul's, Sunshine, is also a priority parish.

For Year 7 applications, priority is given first to siblings and then Catholic applicants. The order of entry is then determined in light of the need to ensure a reasonable balance between male and female enrolments, as relevant.

As part of the above determination, priority will be given to applicants from the Catholic primary schools of the above parishes.

For enrolment at Emmanuel College, a child's consideration as a Catholic is usually established by a certificate of Catholic baptism. For students resident in the catchment areas for McKillop and Thomas Carr Colleges, the written permission of the relevant parish priest should be submitted with the application.

Enrolment offers to male applicants may involve an offer for St Paul's Campus for applicants unsuccessful in their application for Notre Dame Campus.

An offer of enrolment is at the discretion of the Principal who will consider each case on its merits in light of the above enrolment priorities and taking into account any special circumstance.

Rationale

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfills its role in assisting people to discover and embrace the fullness of life in Christ. For this reason the first priority of Emmanuel College is the provision of a Catholic education for Catholic children. As a result, formation and education at Emmanuel are based on the principles of Catholic doctrine. This policy is informed by the Catholic Education Office Enrolment Policy for Schools in the Archdiocese of Melbourne.

Principles

Inclusiveness

Emmanuel College strives to be open and welcoming to all Catholic students, regardless of their background and needs, particularly those who are poor or disadvantaged or considered most at risk. Then, if appropriate, the College welcomes children of other Christian traditions and other faiths who seek what Catholic education has to offer.

Partnership between parents and school

Parents, as the first educators of their children, enter into a partnership with Emmanuel College to promote and support their child's education, in particular their education in faith. Parents are expected to assume a responsibility for maintaining this partnership by supporting the college in the Catholic education of their child.

Financial commitment

Parents who enroll their child at Emmanuel College agree to honour their financial commitment to the school as per the Schedule of Fees and Charges and are responsible for the payment of any debt incurred to the college.

Exercise of pastoral discretion

Pastoral discretion is an important element of decision-making with regard to enrolment at Emmanuel College and is exercised as relevant by the Principal with respect to enrolment decisions.

Definitions

Catholic child

For enrolment at Emmanuel College, a child is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Catholic Baptism.

Catchment area for Emmanuel College

The school catchment is, in the first instance, the following group of priority parishes: St Augustine's Yarraville; Corpus Christi, Kingsville; Annunciation, Brooklyn; St Margaret Mary's, Spotswood; St Leo's Altona North; Sacred Heart, Newport; St Mary's Williamstown; St Mary's Altona; the Laverton parish which comprises the primary schools of St Martin de Porres, Queen of Peace, Stella Maris, Lumen Christi and St Mary of the Cross; and St Paul's, Sunshine. Applications are also accepted for students not resident in these parishes.

For students resident in the catchment areas for MacKillop and Thomas Carr Colleges, the written permission of the relevant parish priest is required prior to submission of an application to the coeducational Point Cook campus.

Application For Enrolment

Parents submit an application for enrolment using the college Application for Enrolment form. This form is available in the College Information booklet. The College Registrar can be requested by phone or email to send a copy of the Information booklet by post. The booklets are also available at the College Open Day and Information Morning. Parents submitting applications on older versions of the form are requested by the Registrar to complete and return the current application form.

A checklist section is provided at the front of the application form to ensure that all necessary paperwork is provided with the application. For Australian born students, a copy of the student's birth certificate must be provided, or, for non-Australian born students, a copy of citizenship papers, passport or travel documents.

A copy of the Baptism Certificate should be provided for Catholic, Orthodox, or other Christian students. A copy of the most recent school report and NAPLAN result is also required. A registration fee is required to be paid upon lodgment of the application. This fee is not refundable.

Order For Year 7 Applications

For entry at Year 7, priority is given first to siblings and then Catholic applicants.

If a further order of entry is required this commences with Orthodox students.

The offer of enrolment is at the discretion of the Principal who will consider each case on its merits in light of enrolment priorities and taking into account any special circumstances.

Waiting Lists

As an upper limit exists for enrolments to a given year level, a waiting list may be generated. Applications received after Year 7 offers have been sent will be added to the waiting list.

Enrolment Of Students From Interstate

When enrolling students whose previous school was interstate, the College uses the protocols of the Interstate Student Data Transfer Note (ISDTN). The College initiates and manages this process and is sensitive to parent/student consent requirements for the provision of information.

Year 7 Enrolments

Year 7 applications may be submitted prior to the closing date. The schedule for the Year 7 enrolment process is determined by the Catholic Education Office Melbourne, with the closing date for applications generally in late August of Grade 5. Pastoral discretion is exercised with regard to late applications received, prior to offers being posted out to successful applicants.

Enrolment Decision Process For Years 8-12 Applicants

Following an interview, if arranged with the parents and student, a decision is reached regarding the application and the availability of a place for the given student.

Offers And Acceptance

The enrolment offer documentation sent to parents includes a letter of offer, a confirmation of acceptance form, and copies of the College discipline policy and fee policy. The confirmation of acceptance form must be completed and returned to the College with the enrolment fee by the scheduled deadline. The enrolment fee is non-refundable. It is important that the deadline for acceptances is adhered to, as places that are declined will be offered to the next family on the waiting list.

Students with Significant Learning Needs

For students with significant learning needs, either phone contact by the Campus Leader, or the letter below, is provided to parents regarding a meeting prior to any decision regarding the making of an offer. If an offer is to be made, a letter is sent following this meeting, which outlines agreements made concerning the matters canvassed below. A similar process is followed if significant learning needs are identified after enrolment. Steps to be taken if expectations are not being met could include options such as time-out; connecting with House Leader etc. The need for a meeting to discuss further steps if expectations continued not to be met would be included.

Invitation to meeting prior to any offer

Dear Parents,

Thank-you for your application for Year 7 [insert year]....at **Campus Name** of Emmanuel College, for your child **student name**.

I will arrange with you a meeting to discuss **student name** special learning needs and if necessary identify a specialist in the area of these needs, who will advise yourselves and the College regarding recommended actions to support **student name** in their secondary studies.

At this meeting we will pursue agreement on recommended actions and expectations.

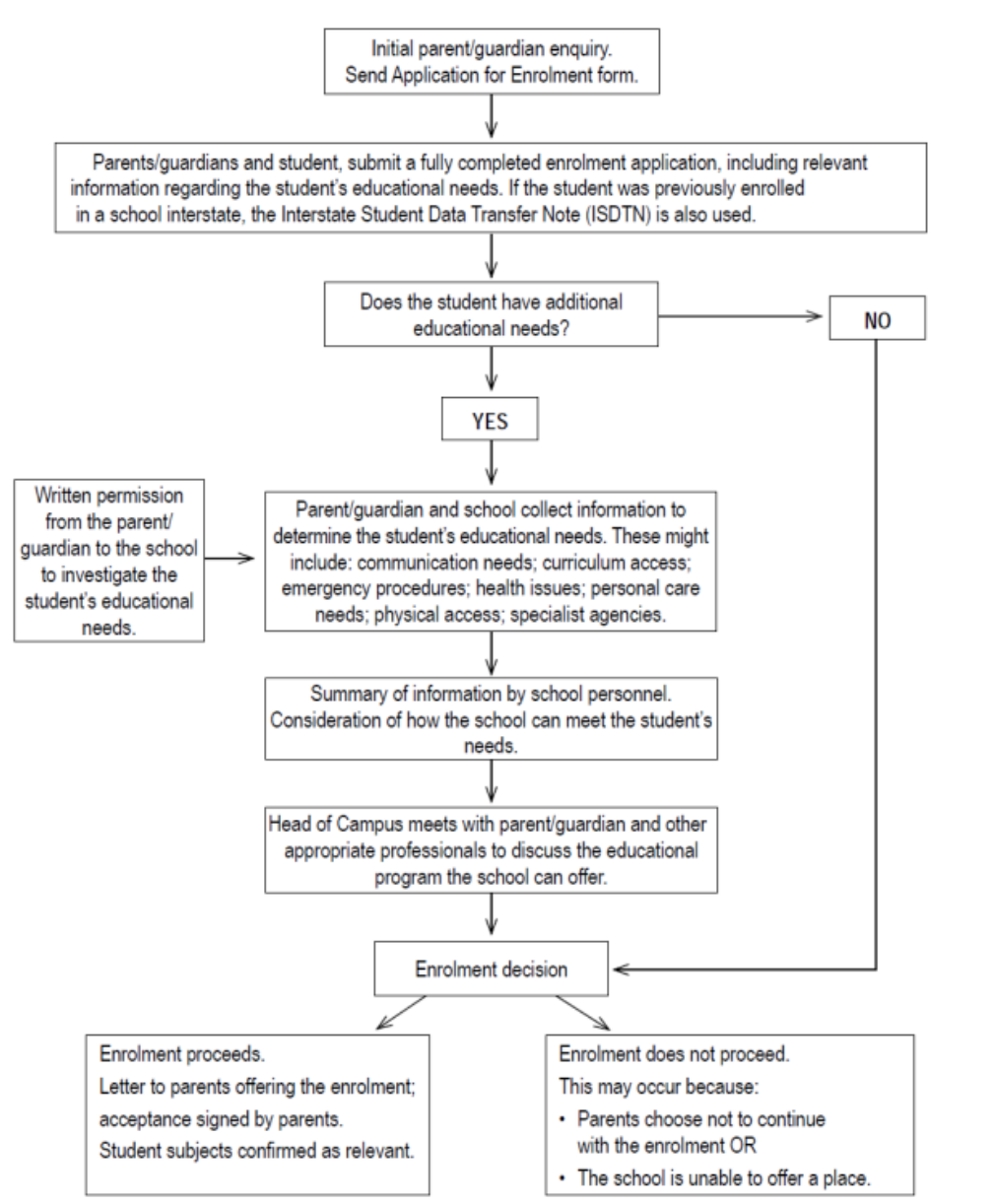
Subsequent to agreement being reached regarding actions to support your child **student name**, a process for implementation and review of this program of support and expectations regarding **student name's** behavior and learning outcomes would be discussed and steps to be taken if **student name** was not achieving these expectations would also be identified.

Please contact me if you have any questions regarding the above arrangements.

Yours sincerely,

Campus Leader

Enrolment Process Flowchart



Policy	4. Enrolment
Date Updated	June 2019
Updated by	Leadership Team & Director of Marketing
Review Due	2022