



## ENROLMENT POLICY

### Rationale

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ.

This policy establishes that the first priority of a Catholic school is the provision of a Catholic education for Catholic children. To support the view that Catholic schools are primarily for Catholic children, this policy and accompanying procedures establishes an expectation that schools will work towards and/or maintain the highest possible level of Catholic enrolment.

In ensuring that the Academy of Mary Immaculate is accessible for all Catholic families, this this policy promotes a consistent and transparent enrolment process.

This policy is also intended to ensure that, when enrolling students, the College is compliant with relevant Victorian and Australian Government legislation.

### Definitions

**Catholic child:** For the purpose of enrolment, a child is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Catholic Baptism.

**Catholic school:** A Catholic school is one which operates with the consent of the diocesan Bishop and is one where formation and education are based on the principles of Catholic doctrine, and the teachers are outstanding in true doctrine and uprightness of life.

### Policy Statement/Guiding Principles

The Academy welcomes applications to enrol from all students and is committed to:

- being open and welcoming to all Catholic students, regardless of their background and needs, and doing everything possible to accommodate a student's individual needs
- if appropriate, welcoming children of other Christian traditions and other faiths who seek what Catholic education has to offer
- entering into a partnership with parents and families to promote and support their child's education, in particular their education in faith
- providing access to a Catholic education

### Procedures

**Our current Enrolment Policy for Year 7 applicants is as follows:**

- Application Forms can be downloaded from the website or can be forwarded on request and a non refundable fee of \$150 will be required for each application.
- We strongly recommend that all application forms are returned to the College prior to the end of Term 2 in the student's Grade 5 year.
- Applications are accepted in the student's Grade 5 year up until the closing date of applications, as set by the Archdiocese of Melbourne, usually mid-August.
- All applications are processed after this set closing date.

### **Year 7 Enrolment Criteria**

At Year 7 level, consideration is given to applicants who are:

- Sisters of students currently enrolled in the College or sisters of former students or daughters and/or granddaughters of former students
- Catholic students living in a priority parish and attending a Catholic primary school within their parish
- Catholic students living in a priority parish and attending a Catholic school outside their priority parish
- Catholic students living in a priority parish and attending a government school within their parish
- Catholic students who attend a Catholic primary school (pastoral reasons)
- Catholic students who do not attend a Catholic primary school
- Other students who are genuinely seeking a Catholic Education

### **Enrolment Process**

1. Offers of places to prospective students are posted in mid-October of the applicant's Grade 5 year.
2. Parents have approximately two weeks from the date of offer to accept a place at the College for their daughter. A non-refundable enrolment fee currently (\$275) secures the place.
3. All information concerning Year 7 policies, programs, uniform, text books, etc is provided to parents of successful applicants throughout the year and at a Parent Information Evening in November of the Grade 6 year.

### **Year 8 to 12 Applications**

Consideration is given to applicants who are:

- Catholic students who provide a satisfactory academic and conduct report from their previous school
- students who provide a satisfactory academic and conduct report from their previous school and who are genuinely seeking a Catholic Education.

**These criteria** are consistent with the Catholic Education Melbourne Enrolment Policy. Enrolment decisions are in line with this policy, however, the Principal reserves the right to exercise discretion and respond to the pastoral needs of individual families.

The following are priority parishes of the Academy of Mary Immaculate:

- |                            |                              |
|----------------------------|------------------------------|
| • Brunswick North          | • Parkville                  |
| • Brunswick West           | • Port Melbourne/Middle Park |
| • Brunswick/Brunswick East | • Preston                    |
| • Clifton Hill/Collingwood | • Preston West               |
| • Coburg East              | • Richmond/Richmond North    |
| • Fitzroy                  | • South Melbourne            |
| • Fitzroy North            | • Thornbury                  |
| • Melbourne Cathedral      | • Williamstown               |
| • Northcote                |                              |

### **Related Documents**

CEM Policy 2.4 Enrolment for Schools in the Archdiocese of Melbourne

**Date to be reviewed:** December 2019