



## Purpose

The purpose of this policy is to clarify the processes, protocols and conditions surrounding enrolment.

## Scope

This procedure applies to all parents, guardians and carers, prospective students, students and the School Leadership team and Governing Authority.

## Legislative Context

- *Education and Training Reform Act 2006 (Vic.)*
- *Education and Training Reform Regulations 2007 (Vic.)*
- *Victorian Registration and Qualifications Authority (VRQA) Minimum Standards*
- *Equal Opportunity Act (Vic.) 2010*
- *Disability Discrimination Act 1992 (Cth.)*
- *Disability Standards for Education 2005 (Cth.)*
- *Privacy Amendment (Private Sector) Act 2000 (Cth.)*
- *Australian Education Act 2013 (Cth.)*
- *Australian Education Regulation 2013 (Cth.)*

## Definitions

A complete list of definitions relevant to this procedure is contained within the Enrolment Policy.

## Actions

### Application for Enrolment

All parents/guardians/caregivers must complete an Application for Enrolment form available from the school office or on-line. Following an enrolment interview with the principal or delegate, a formal offer for enrolment may be offered and a Confirmation of Enrolment must be completed. All relevant documentation as specified must be attached to the forms, e.g. baptism certificate, immunisation forms, health reports, assessment reports.

When enrolling students whose previous school was interstate, Monivae College will use the protocols of the Interstate Student Data Transfer Note (ISDTN).

The applications for enrolment will be at the discretion of the Principal. The following points provide a guide:

- initial preference is given to “family” students, such as those who have brothers or sisters currently attending Monivae, those whose parents or siblings attended the College for a significant period of time and children of staff members.
- preference will then be given to Catholic students from Catholic Primary Schools; students from other MSC Colleges; Catholic students whose parents are members of a local parish community in rural areas where a Catholic school is not available; and Catholic students from interstate whose parents have demonstrated a long-term commitment to Catholic education.
- others by discretion, including Catholics from government schools and applications after the closing date.
- that a parent or sibling having been enrolled at the College neither guarantees, nor excludes enrolment automatically. Attendance at another Catholic school does not guarantee enrolment at Monivae automatically, nor does place of residence preclude

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enrolment.

- the College welcomes students with disabilities, where the College and the family are in agreement that the resources and expertise of the College can cater adequately for such a disability.
- as an independent school, Monivae College is not bound by Diocesan guidelines, but will endeavour to cooperate with local schools wherever possible.

Annual enrolment dates, forms and procedures will be available on the school website

A timeline will be available indicating when enrolments forms must be lodged, interview dates, notification of enrolment outcome and acceptance date. This will be provided on the school website and updated annually.

### **Interview/Assessment**

The interview/assessment takes place according to the the timeline with its purpose being to introduce parents to the school; its vision and mission, curriculum overview and pedagogy, policies and practices, and payment of School Fees and Capital Levy. It also provides an opportunity for parents to ask questions and to look around the school site.

### **Offers/Acceptance of Placement**

The number of offers will vary from year to year, depending on, current class sizes and structures. Each year, every endeavour will be made to accommodate the applications for enrolment received. We work closely with other Catholic Schools in South Western Victoria to ensure equity and access for all families. A waiting list for enrolment places will operate as necessary.

After consultation with the [who is consulted], a list of families to receive offers of place is made.

First round offers of a place are made in writing according to the published timeline. Parents must return the Confirmation of Enrolment form along with the relevant fee by the expected due date. If an offer is not accepted by the due date every reasonable effort will be made to contact the parent by phone to confirm their decision not to attend Monivae College. An offer of a place is then made to the next family on the waiting list until all places have been accepted.

All those seeking enrolment must accept that Monivae College is based on the beliefs and traditions of the Catholic Church. Non-Catholic parents must agree to their child being a part of Religious Education lessons, school and class prayer/liturgies, and other activities or events that support the religious values and beliefs of the school.

Once acceptance has taken place a register of enrolments containing all necessary information will be maintained by the School.

### **Enrolment of a Student with Special Educational Needs**

The stages of enrolling a student with special educational needs is as follows:

- Preliminary stage: usual school enrolment procedures –application for enrolment form outlines medical history, specialist services.
- Stage 1: parent meeting
- Stage 2: data gathering
- Stage 3: enrolment support meeting
- Stage 4: reflection and decision-making
- Stage 5: Individual Education Plan & Education Adjustment Plan completed

In each of these stages there are desired outcomes, personnel involved, processes, and actions.

The process for an application for enrolment must adhere to the Equal Opportunity Policy to ensure that it complies with the *Disability Discrimination Act*.

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## Fees and Levies

The setting of fee levels and other compulsory charges at Monivae College is the responsibility of the school. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning.

No student shall be prevented from enrolling at the College simply because of an inability to pay tuition fees. Such students will need to apply for a bursary. However, failure to pay tuition fees without good cause may result in cancellation of enrolment. In all questions of tuition fee payment the good of the student, the dignity of the individual, confidentiality and justice are the predominant consideration.

If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Principal of the school.

If a family is experiencing difficulty in meeting the required fee payment, the student should not be excluded.

School fees and levy structure information will be contained in the enrolment package and available on the website.

## Appealing an Enrolment Decision

An appeal of the enrolment decision can be made where a family believes that a breach of the school enrolment policy or a breach of the relevant legislation has occurred.

An appeal is made to the Director of MSC Education.

The Director of MSC Education will investigate the matter, consider if a breach has occurred and make a recommendation to the Principal if this is the case.

## Evaluation

The Enrolment Policy and Procedures need to fulfil the mission and vision of Monivae College and adhere to legislative guidelines. The policy needs regular review to ensure that it is meeting the needs of the school administration and community.

## Supporting Documents

- Enrolment Policy
- Enrolment Process Flowchart

## Forms

- Enrolment Form

## Responsibility

Approval Authority	Policy Sponsor	Administration
Responsible for monitoring the implementation, outcomes and scheduled review of this procedure	Responsible for maintaining the content of this procedure as delegated by the Approval Authority	Responsible for the administration support for the maintenance of this procedure as directed by the Policy Sponsor
Board Directors	Business Manager	Compliance and Risk Manager

## Promulgation

This procedure will be communicated throughout the Monivae College school community in the form of:

- policies section of the Monivae College website;
- policy library section of the Monivae College intranet; and
- distribution of email to all staff.

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## Implementation

This procedure will be implemented throughout Monivae College via:

- policy library section of the Monivae College intranet;
- staff briefing session; and
- training sessions.

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