



Enrolment Policy

St Aloysius is a Catholic College, commencing co-education in 2023 at Year 7. The College operates within the Educational Values and Philosophy of the Sisters of Mercy. This Philosophy recognises the dignity of the individual and the importance of family. St Aloysius College is a Child Safe College. We commit to ensuring the safety and wellbeing of the children and young people in our care. The enrolment process at St Aloysius operates within the framework of the Enrolment Guidelines of the Melbourne Archdiocese Catholic Schools.

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 the College Mission Statement and considering any special circumstances.

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1. Enrolment

- 1.1 Parents, guardians/carers are required to provide particular information about your child during the enrolment process, both at the application stage and if the College offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, this may hinder your child's enrolment at the College.
- 1.2 To meet College and government requirements, you will need to provide the College with a completed enrolment form including, among other things, the information listed below.

<ul style="list-style-type: none"> evidence of your child's date of birth, eg. birth certificate, passport 	<ul style="list-style-type: none"> information about the language(s) your child speaks and/or hears at home
<ul style="list-style-type: none"> religious denomination 	<ul style="list-style-type: none"> nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable
<ul style="list-style-type: none"> names and addresses of the child and parents, guardians/carers; telephone numbers (home, work, mobile) of parents, guardians/carers 	<ul style="list-style-type: none"> doctor's name and telephone number
<ul style="list-style-type: none"> names of emergency contacts and their details 	<ul style="list-style-type: none"> information on additional learning needs (for example, whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
<ul style="list-style-type: none"> specific residence arrangements 	<ul style="list-style-type: none"> parenting agreements or court orders, including any guardianship/permanent care orders

- 1.3 After lodgement of this form, College staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents, guardians/carers to attend a meeting with College staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.
- 1.4 The following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic schools. The order of priority is:
- a) **Catholic children who are residents of the parish**
 - b) **Catholic children who do not reside in the parish but are recognised as parishioners by the parish priest**
 - c) **Catholic children from other parishes (for pastoral reasons)**
 - d) ***Student with a family connection to the College:***
 - *Sibling of current/former students who have completed their secondary education at the College*
 - *Child of a former student or their sibling*
 - e) **children from non-Catholic Eastern churches who reside in the parish**
 - f) **children from non-Catholic Eastern churches who reside outside the parish**
 - g) **other Christian children who reside in the parish**
 - h) **other Christian children who reside outside the parish**
 - i) **non-Christian children who reside in the parish**
 - j) **non-Christian children who reside outside the parish.**

A non-refundable Application Fee is payable and the application must be accompanied by a copy of the applicant's Birth Certificate and all other required documentation, as specified on the College Enrolment Form.

The College reserves the right to refuse an application or to remove an application from the waiting list or definite list if there are reasonable grounds for doing so.

2. Criteria for enrolment from Y8-12

- Catholic and non-Catholic enrolments are taken across these year levels, depending on places available. Preference will be given to Catholic students who have completed the appropriate level of education.
- It is expected that parents, guardians/carers disclose to the College all relevant information on the transferring student. The College may request to contact the student's current school.
- The Principal makes the final decision on acceptance or non-acceptance of any student to the College.

3. Enrolment of students with additional learning needs or chronic health issues

St Aloysius College welcomes parents, guardians/carers who wish to enrol a student with additional learning needs and will do everything possible to accommodate the student's needs. The enrolment will be considered providing parents, guardians/carers disclose all factors and relevant reports that impact on the child's learning needs. The process for enrolling students with additional needs is otherwise the same as enrolling any student.

4. Expectations of parents, guardians/carers

When accepting a place at St Aloysius College, parents, guardians/carers are deemed to have:

- Accepted the College values and expectations and be committed to support and promote them. It is an expectation that the family and student are willing to participate fully in the life of the College, including the religious and faith dimensions of a St Aloysius College education.
- Made a commitment to support the College financially through the full payment of school fees as set by the College. When the circumstances indicate that full payment will not be possible, the obligation remains with the family. Individual arrangements can be set in place and it is expected this will be discussed with the Principal or Business Manager before the enrolment process is completed.

5. Child safe environment

- 5.1 Catholic School communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.
- 5.2 Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 5.3 Our College's child safe policies, codes of conduct and practices set out our College's commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.

- 5.4 Our College has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our College also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.
- 5.5 Our College has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our College engage in.
- 5.6 Our College, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously, and their concerns are addressed in a just and timely manner.
- 5.7 Our College's child safety policies and procedures are readily available and accessible. Further details on the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:
 - a) Catholic Education Commission of Victoria Limited Child safety page www.cecv.catholic.edu.au/Our-Schools/Child-Safety
 - b) Melbourne Archdiocese Catholic Schools Child safety page www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx.

6. Terms of enrolment regarding acceptable behaviour

- 6.1 Our College is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The College community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 6.2 Every person at the College has a right to feel safe, to be happy and to learn; therefore, we aim to:
 - a) promote the values of honesty, fairness and respect for others
 - b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment
 - c) maintain good order and harmony
 - d) affirm cooperation as well as responsible independence in learning
 - e) foster self-discipline and develop responsibility for one's own behaviour.
- 6.3 The College administration, in consultation with the College community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents, guardians/carers are expected to comply with the College's behaviour aims and code of conduct, and to support the College in upholding prescribed standards of dress, appearance and behaviour.
- 6.4 Unacceptable behaviour by a child, or repeated behaviour by a parent/guardian/carer that, in the College's view, is unacceptable and damaging to the partnership between parent/guardian/carer and College, may result in suspension or termination of the child's enrolment.

7. Terms of enrolment regarding conformity with principles of the Catholic faith

As a provider of Catholic education, the principal will consider the need for the College community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our College. However, the College reserves the right to exercise its administrative discretion in appropriate circumstances.

8. Terms of enrolment regarding provision of accurate information

- 8.1 It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the College is required to provide additional support to the child.
- 8.2 Parents, guardians/carers must provide accurate and up-to-date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian/carer has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 8.3 Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.
- 8.4 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

Disclaimer: *Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website [\[www.aloysius.vic.edu.au\]](http://www.aloysius.vic.edu.au).*

9. Policy Review

This Policy will be reviewed each year to take account of any changed technology, legislation, expectations or practices.

10. Related Policies and Procedures

- *Catholic Secondary School Handbook Privacy Policy*
- *VRQA Minimum standards and other requirements for schools Education and Training Reform Regulations 2017*
- *Education and Training Reform Act 2006*