



ST MARY'S COLLEGE

STUDENT ENROLMENT POLICY

Context

St Mary's College Melbourne is a co-educational Catholic school in the Edmund Rice tradition. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Introduction

St Mary's College is committed to an open enrolment policy that is consistent with our Statement of Philosophy and all applicable State and Commonwealth Laws, including anti-discrimination, equal opportunity, privacy and immunisation legislation. St Mary's College is a Catholic College operating in the Edmund Rice Tradition. Schools conducted in the Edmund Rice Tradition offer a distinctive Catholic educational philosophy based on the cultural characteristics outlined in the Edmund Rice Education Australia Charter. These cultural characteristics emphasise, amongst other things, a concern for the dignity of each person, the critical importance of compassion and a commitment to justice for all.

Enrolment Criteria

St Mary's College welcomes all applications for enrolment. The College enrolment process for domestic students operates within the Enrolment Guidelines of Melbourne Archdiocese Catholic Schools (MACS). Please note that all enrolments remain at the Principal's discretion.

We accept enrolments on the basis of date of application. In processing applications for entry at Year 7, the priority for entry will be:

1. Catholic students living in one of our priority parishes, and attending the Catholic Parish Primary School.
2. Catholic students living in one of our priority parishes but not attending a Catholic Primary School.
3. Catholic students living outside our priority parishes and attending a Catholic Primary School.
4. Catholic students living outside our priority parishes but not attending a Catholic Primary School.
5. Students who are sisters or brothers of students currently enrolled at St Mary's College, or of former students who have completed their secondary education at St Mary's College, Christian Brothers' College St Kilda or Presentation College

Windsor.

6. Students who are daughters or sons of former students at Christian Brothers' College St Kilda, Presentation College Windsor or St Mary's College.
7. Students from non-Catholic Eastern churches (ie. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox) who are residents of the parish.
8. Students from non-Catholic Eastern churches (ie. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox) who reside outside our priority parishes.
9. Other Christian children who are residents of one of our priority parishes.
10. Other Christian children who reside outside our priority parishes.
11. Non-Christian children who are residents of one of our priority parishes.
12. Non-Christian children who reside outside our priority parishes.
13. Any other applicants.

Enrolment applications for International Students will be considered on a case by case basis.

Student Intakes

St Mary's College generally enrolls students for commencement in Year 7. Enrolments outside of this intake for other year levels will be considered on an individual basis and subject to a place being available at the nominated year level.

Enrolment Process

Indicative timing for Year 7 commencement:

Step	Details	Timing*
1	Online application lodged	Term 3 when the child is in Year 5
2	Letter of Offer of Enrolment	Start of Term 4 when the child is in Year 5
3	Acceptance of Offer	By due date specified in Letter of Offer <i>(usually two weeks later)</i>

**Specific dates are available by contacting the College Registrar.*

Enrolment interviews will be conducted for all students.

Upon acceptance of an offer of enrolment, the Terms and Conditions of Enrolment will apply.

Unsuccessful applicants will be notified in writing. Parents have a right to appeal an enrolment decision. Parents who choose to appeal an enrolment decision should lodge an appeal in writing to the Principal within one month of receiving notification from the College of the unsuccessful enrolment application. Following an appeal, should parents wish to make a complaint, they should do so in accordance with the College Parent and Student Complaints and Grievances Policy available on the [College public website](#).

Applications

An application for enrolment may be made for a student only after they have commenced Preparatory. All applications for enrolment at the College must be

completed in accordance with the Student Enrolment Form. A non-refundable Application Fee is payable and the application must be accompanied by a copy of the applicant's Catholic Baptismal Certificate (if applicable) and Birth Certificate.

Consideration

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 taking into account any special circumstance.

Disclosure

Full disclosure of current or previous matters which may impact on the applicant's ability to engage fully and safely in the life of the College, or the College being able to safely provide education to the student, will be sought as part of the application process. Incomplete or misleading statements or failure to disclose all relevant information at the point of enrolment may lead to the termination of enrolment at the College.

Anti-Discrimination and Reasonable Adjustments

St Mary's College is committed to the principles of our anti-discrimination obligations. We will consider all enrolments in accordance with our Disability Discrimination Policy and our duty to make reasonable adjustments, but reserve the right to depart from that policy where it is legally permitted and in accordance with our Statement of Philosophy.

International Students

This policy, together with the College Enrolment Application and Agreement, will apply to international student enrolments in addition to the obligations and guidelines contained in the *Education Services and Overseas Students Act 2000* (Cth) and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*, as amended from time to time. (See also the College International Student Program, Policies and Procedures). The minimum age for the commencement of any international student is 13 years of age. In the event of any inconsistency, applicable legislation will prevail.

Fees

Fees and levies will be charged in accordance with the relevant College Annual Fee Schedules (Domestic Student and International Student), the College Fees and Levies Information Booklet and the General Terms and Conditions of Enrolment.

Fees and levies associated with all optional activities, such as interstate and overseas trips (including cultural exchanges), private music tuition, ski trip, 'Great Victorian Bike Ride', are not included in College Fee Schedules and will be charged separately and in addition to fees and levies outlined in the published College Annual Fee Schedules.

Each person who signs the Application for Enrolment accepts legal responsibility (jointly and severally) for payment of the school fees and levies incurred for the entire period of the enrolment of the student. Written notice of at least one full school term is required prior to withdrawal of a student from the school. Domestic students who do not provide the required notice will pay full tuition fees and all levies for the notice period. This includes withdrawal prior to the commencement of the school year. This

notice period may be reduced or waived in special circumstances at the discretion of the College. Fees continue to be payable if a student is suspended from the College. In cases where a student's enrolment is terminated by a decision of the College, fees and charges are payable for the entire school term in which the termination of enrolment occurs.

Grounds on which enrolment may be terminated

Unacceptable behaviour by a student, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

Enrolment can be terminated if there is a breach of the Terms as outlined in the College Application for Enrolment, Enrolment Agreement and/or in the General Terms and Conditions of Enrolment. This includes, but is not limited to, unsatisfactory conduct or performance, failure by the student and/or parents/guardians to comply with College rules, codes of conduct, policies and procedures, or upon identification that misleading or inaccurate information was provided to the College.

Data Collection and Privacy

The collection, use, storage and disclosure of information about individuals by the College is in accordance with the College's Privacy Policy and its obligations under the Privacy Act 1988 (Cth).

Complaints

Complaints concerning student enrolments should be made in accordance with the College Parent and Student Complaints and Grievances Policy available on the [College public website](#).

Questions

Any questions about our enrolment policy, should be directed to the College Registrar or the Principal.

Related Documents

Student Child Safeguarding Code of Conduct Policy and Procedures
Child Safety Code of Conduct Policy and Procedures
Parent Code of Conduct
Complaints and Grievances Policy and Procedures
Disability Discrimination Policy
International Student Program Key Policies
MACS Enrolment Procedures

Policy Created: 2010

Policy Review: Last Reviewed: 29 June 2022 Next Review: 2024