

# Enrolment Policy



## 1. Introduction

Lavalla Catholic College (the College), a coeducational school governed by Marist Schools Australia Ltd (MSA Ltd), exists to make Jesus Christ known and loved through the provision of a Christian education that brings faith, culture and life into harmony.

The College welcomes applications from prospective students from Years 7 to 12 whose families are supportive of our vision and mission, and whose spiritual, educational and vocational aspirations are reasonably able to be met through the College's programs. All applicants are expected to support the ethos, culture and policies of the College.

This policy applies only to domestic students.

## 2. Enrolment Policy

Enrolment decisions are made by the Principal of the College in consultation with the Enrolment & Transition Team. The Principal will consider each application and make a determination on the basis of the criteria for selection and priority order for enrolment. The Principal reserves the right to refuse an application if there are reasonable grounds for doing so. The decision of the Principal is final.

The College enrolls domestic students prior to their commencement in years 7, 8, 9, 10, 11 and 12.

Year 7 Enrolments commence in February and close at the end April in the previous year.

Enrolments outside of these intakes will be considered on an individual basis throughout the year.

Once a student has commenced at the College, their enrolment is continuous through to Year 12 unless the student is formally withdrawn.

### 2.1. Method of Application

All Applicants must be complete the online enrolment form (available on the College website).

A non-refundable administration fee must accompany the application for enrolment.

Lodgement of the online enrolment form does not guarantee enrolment at the College.

### 2.2. Criteria for Selection

The Principal will exercise their discretion in determining whether to make an offer of enrolment. Enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking the priority order of enrolment, individual circumstances, finances and practical implications into account, as well as:

- a. the physical number of currently enrolled students;
- b. the resources available to cater for the educational needs of students;

- c. the willingness of the student and the student's family (where applicable) to comply with the College's policies and procedures;
- d. when a student from another Christian denomination or a non-Christian faith is offered a place at the College, the offer is contingent on the willingness of the family and the student to support the College's identity and traditions. This will involve student attendance and participation in Catholic practices, including, but not limited to, prayer, liturgy, retreats and religious education classes from Year 7 to 12 inclusive.

An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:

- a. relevant information is withheld or information provided is found to be inaccurate; or
- b. there is a significant change in the circumstances of the family and/or student which cannot be reasonably accommodated by the College. In these circumstances, all due consultation will take place with the student and family involved.

### **2.3. Priority Enrolment Considerations**

Priorities for enrolment will take into account the following:

- Catholic students currently enrolled in Catholic Schools
- Students currently enrolled in Catholic Primary Schools in the Latrobe Valley:
  - St Michael's Primary School
  - St Gabriel's Primary School
  - St Mary's Primary School
  - St Kieren's Primary School
  - St Vincent's Primary School
  - Sacred Heart Primary School
  - Lumen Christi Primary School
- Siblings of students currently or previously enrolled at the College and those with direct family connections (these applications must be submitted in accordance with this Policy)
- Catholic students currently enrolled in non-Catholic schools (State or Independent)
- Non-Catholic students currently enrolled in other Catholic schools
- Children from families who belong to any Orthodox Church
- Non-Catholic students currently enrolled in non-Catholic schools

The date on which the application for enrolment is received is an important factor. Late applications will be considered in accordance with the criteria for selection and the date of receipt.

The College maintains the right to reserve enrolment places for Catholic families new to the area.

### **2.4. Enrolment Process**

Refer to the attached enrolment flowchart for a summary of the enrolment process followed by the College.

### 3. Enrolment Register

The College keeps a register of total number of enrolments at the College in electronic form.

The register of enrolment records the following information in relation to each student enrolled at the College:

- the student's name, age and address
- the name and contact details of any parent/guardian of the student
- the date of enrolment of the student
- the Victorian student number allocated to the student
- the date that the student ceased to be enrolled at the College (if applicable).

The Enrolment Register is kept up-to-date by the College Registrar (whose position description explicitly records this responsibility). The Enrolment Register is updated at the time of enrolment, as changes are notified and annually through a process of confirmation from parents/guardians.

The College's Enrolment Register evidences that the College meets the minimum number of students requirement.

### 4. Enrolment Agreements

The College requires the Applicant to have a current, signed Enrolment Agreement. A template Enrolment Agreement is available on the College website.

The College Enrolment Agreement ensures the College's obligations under:

- anti-discrimination and equal opportunity laws
- privacy laws
- immunisation laws
- the Australian Consumer Law

are effectively met and documented.

Each Enrolment Agreement also includes:

- a copy of the Marist Child Safe Adult Code of Conduct;
- a copy of the Student Child Safeguarding Code of Conduct;
- fee information;
- educational services provided;
- the grounds on which the Agreement may be terminated by either party.

### 5. Students with Additional Needs

The College welcomes parents/guardians who wish to enrol their child with additional needs and will take reasonable steps to accommodate the child's needs, provided that an understanding has been reached between the College and parents/guardians prior to enrolment regarding:

- the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the student's additional learning needs;
- the nature of any additional assistance that is recommended/appropriate to be provided to the student (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other education interventions as may be relevant);
- the individual physical, functional, emotional or educational goals that are appropriate to the student and how the parents/guardians and the College will work in partnership to achieve these goals;
- any limitations on the College's ability to provide the additional assistance requested.

In reaching this understanding, the College may:

- contact the student's current school to obtain further information;
- seek the parent's/guardian's written consent for the College to contact any medical or allied health professional to obtain information about the student's physical and mental health, medication care plan and any additional needs to fulfil the College's duty of care;
- request an independent assessment of the student upon acceptance.

Where the College determines that a prospective student requires additional measures or actions, the College will determine whether those measures or actions are reasonable having regard to all the affected parties in the relevant circumstances. The College will take the appropriate action that is reasonable but will not impose unjustifiable hardship on the College in the relevant circumstances. Where the College determines that the enrolment of a prospective student could cause unjustifiable hardship to the College, the College may decline the offer of a position or defer the offer.

As every student's educational needs can change over time, it will often be necessary for the College to review any additional assistance that is being provided to the student in consultation with parents/guardians and the student's treating medical/allied health professionals, in order to assess whether the additional assistance:

- remains necessary and/or appropriate to the student's needs;
- is having the expected positive effect on the student's individual physical, functional, emotional or educational goals
- remains within the College's ability to provide, given any limitations that may exist.

The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

## 6. Enrolment of Students from Interstate

When enrolling students whose previous school was interstate, the College must follow the Interstate Student Data Transfer Note (ISDTN) and Protocol. This is a mandatory requirement of the Australian Government.

It is the responsibility of the College to initiate and manage this process, and be sensitive to parents/guardians/student consent requirements for the provision of information.

All relevant documents and information are available at <https://www.education.gov.au/transferring-student-data-interstate>.

## 7. Privacy

The College collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process in accordance with its Privacy Policy. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment, to provide for the best interests of students. Please refer to the College's Privacy Policy (available on the College website) for more information.

## 8. Definitions

**"Applicant"** means the person/s set out in the Enrolment Agreement being the parent/s and/or guardian/s of the student listed in the Agreement and if more than one, each of them jointly and severally.

**"Terms and Conditions of Enrolment"** means the terms and conditions of enrolment as set out in the Enrolment Agreement and includes any subsequent amendments made by the College.

**"Enrolment Agreement"** means the Agreement comprised of the terms and conditions of enrolment (and College policies, procedures, guidelines or codes) by which the Applicant agrees to be bound.

**“Fees Agreement”** means the Agreement signed by the Applicant or other person(s) who will be responsible for payment of all fees and levies as set out in the Fees and Charges brochure.

**“Principal”** means the Principal of Lavalla Catholic College, or the Principal’s authorised representative (where applicable).

**“Student”** means the student named in the Enrolment Agreement.

## **9. Related Policies, Procedures and Agreements**

Enrolment Agreement

Fees Agreement

Global Fees Policy

Privacy Policy

Marist Child Safe Adult Code of Conduct

Student Child Safeguarding Code of Conduct

Student Behaviour Management (Discipline) Policy

Suspension and Expulsion Policy

All applications for enrolment must be completed in using the online enrolment form (available on the College website). A non-refundable administration fee must accompany the application for enrolment.

Structured interview with parent(s)/guardian(s) and student. Gathering of information to determine the student's educational needs.

If a student was previously enrolled in a school interstate, the Interstate Student Data Transfer Note (ISDTN) is used to collect additional information.

Does the student have additional needs?

YES

NO

Written permission from the parent(s)/ guardian(s) to the College to investigate the student's additional needs.

Parent(s)/Guardian(s) and College collect information to determine the student's additional needs. This may include: communication needs; curriculum access; emergency procedures; health issues; personal care needs; physical access; specialist agencies.

Summary of information completed by College personnel.  
Consideration of how the College can meet the student's needs.

Principal or their delegate meets with parent(s)/guardian(s) and other relevant/appropriate professionals to discuss the educational program the College can offer.

#### Enrolment Decision

Enrolments are considered by the Principal, in consultation with the relevant members of the Enrolment & Transition Team, who will consider each application and make a determination based on the criteria for selection and priority order of enrolment.

Late applications will be considered in accordance with the criteria for selection, priority order of enrolment and date of receipt.

The Principal reserves the right to consider all applications on their merit.

#### Enrolment Proceeds

Upon acceptance of enrolment, students and parents/guardians will be required to enter into an Enrolment Agreement and a Fees Agreement. Both Agreements will accompany a letter of offer. No student's place will be confirmed at the College without the College first being in receipt of a correctly signed and dated Acceptance of Enrolment and a correctly signed and dated Fees Agreement.

Enrolment Does Not Proceed

