

# Enrolment Policy

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## Introduction

Lavalla Catholic College (the College) aims to be a Catholic and Marist Community that strives to achieve excellence for all. This is achieved through ensuring that all community members, especially our students, are safe, happy and have opportunities to be successful. This goal is achieved through living Gospel values.

The College is committed to an 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.

## Purpose

The purpose of this policy is to provide clarity of the processes and procedures for families seeking to enrol their children at the College.

## Principles

The College strives for strong partnerships with the families of our students.

Families who choose to enrol their children at the College do so on the understanding that they respect and agree to support the Marist and Catholic identity and ethos of the College. Families will be asked to recognise the importance of religious education for their children through supporting the prayer life, Retreat program, mass / liturgical programs, other religious celebrations and spiritual development opportunities.

## Enrolment Criteria

The College welcomes all applications for enrolment.

The criteria used are multi-dimensional; no simple criterion (other than spiritual development) is taken in isolation. The College looks for the whole person and attempts to enrol applicants who will be best suited to the holistic schooling offered at the College.

All offers are made at the discretion of the Transition Team. The Transition Team need to be satisfied on the basis of advice, collected information and their own judgement, that there is a reasonable expectation that an applicant is ready to benefit from the educational programs and structures of the College.

At the discretion of the College, preference will normally be given to students in the following order:

1. Enrolments in current Catholic Primary Schools in the Latrobe Valley:
  - St Michael's Primary School
  - St Gabriel's Primary School

- St Mary's Primary School
  - St Kieran's Primary School
  - St Vincent's Primary School
  - Sacred Heart Primary School
  - Lumen Christi Primary School
2. Siblings of students currently enrolled at the College (these applications must be submitted in accordance with this Policy)
  3. Students transferring from other Marist Schools
  4. Students enrolled in other Catholic Secondary Schools
  5. Catholic students enrolled in other Secondary Schools (State or Independent)
  6. Non-Catholic students in other schools

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

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

### **Student Intakes**

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

Year 7 enrolments commence in March and close at the end of May in the previous year.

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

### **Applications for Enrolment**

All applications for enrolment at the College must be completed in accordance with the Application for Enrolment form (available on the College website). A non-refundable administration fee must accompany the Application for Enrolment form.

All students seeking enrolment will be required to attend an enrolment interview.

### **Consideration**

Enrolments are considered by the Transition Team each year. The Transition Team will consider each application and make a determination based on the enrolment criteria.

Late applications will be considered in accordance with the enrolment criteria above and the date of receipt.

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

### **Enrolment Agreement**

Upon acceptance of enrolment, students and parents / guardians will be required to enter into an Enrolment Agreement (sample available to view on the College website or from the College Registrar).

The Enrolment Agreement will accompany a letter of offer.

The Enrolment Agreement sets out the terms and conditions of enrolment, including the grounds on which the Enrolment Agreement may be terminated, the fee structure and Codes of Conduct for both students and parents / guardians.

No student's place will be confirmed at the College without the College first being in receipt of a correctly signed and dated Enrolment Agreement Acknowledgement.

### **Fees Agreement**

A Fees agreement 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 Fees Agreement.

### **Anti-Discrimination**

The College is committed to the principles of our anti-discrimination obligations. The College 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.

### **Privacy**

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

### **Questions**

Should you have any questions in relation to our Enrolment Policy or Enrolment Agreement, please contact the College Registrar ([registrar@lavalla.vic.edu.au](mailto:registrar@lavalla.vic.edu.au) or (03) 5174 7355).