

# Enrolment Policy



## 1. Introduction

Lavalla Catholic College (the College), which is governed by Marist Schools Australia, 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 vision and mission statement and all applicable State and Commonwealth laws, including anti-discrimination, equal opportunity, privacy and immunisation legislation.

This enrolment policy applies only to domestic students.

## 2. 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.

## 3. Principles

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

The following enrolment guiding principles give direction in determining enrolment processes and procedures for the College:

- 3.1.** Strive to be authentically Catholic and faithful to the tradition and teachings of the Church.
- 3.2.** A community whose mission is to provide its members with a holistic education which takes place in an environment formed by the teachings and values Christ gave us in the Gospels.
- 3.3.** The Catholic school community strives for strong partnerships with the parishes it serves.
- 3.4.** Families who choose a Catholic school for their children do so on the understanding that they respect and agree to support the Marist and Catholic identity, ethos and mission of the College and acknowledge the importance of religious education for their children.
- 3.5.** 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.
- 3.6.** Financial hardship will not be a ground for automatic refusal of enrolment. In circumstances where a family is experiencing genuine financial hardship, this will be taken into account at the time of enrolment. The College may put in place payment arrangements, such as fee concessions.

- 3.7.** Have a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need.
- 3.8.** Have a responsibility to ensure that the requirements of State and Commonwealth legislation are met when processing enrolments.
- 3.9.** Have a responsibility to promote enrolment in Catholic schools.

## 4. Definitions

**Catholic:** means the Roman Catholic religion.

**Catholic child:** is considered to be Catholic if they are a member of the Catholic Church, usually established with a Certificate of Baptism.

**Catholic school:** is one which operates with the consent of the Diocesan Bishop.

**Church:** means the Roman Catholic Church.

**Diocesan Bishop:** is entrusted with the care of the Diocese over which he holds ordinary jurisdiction. He is responsible for teaching doctrine, governing Catholics in his jurisdiction, and sanctifying the faithful of his Diocese, and representing the Church.

**Enrolment & Transition Team:** comprised of relevant staff to assist with the enrolment and transition process.

**Institute or Marist Brothers:** means the religious institute within the Church known as the Institute of the Marist Brothers of the Schools.

**Marist Schools Australia:** the governing body of the College, means the body to which the Trustees have delegated oversight and management of schools which have accountabilities to the Institute.

**Parish:** is the local parish as defined by its geographical boundaries.

**Trustees:** means the Trustees of the Marist Brothers (Province of Australia).

## 5. Processes and Procedures

It is expected that children will enrol in the Catholic school serving the parishes in which they reside.

It is recognised that a range of circumstances affect the College when making enrolment decisions. These circumstances vary from year to year and require the College to make allowances for their specific needs.

In exceptional situations when Catholic children and their families request enrolment outside their local parish, it is expected that communication will occur between the respective schools.

### 5.1 Enrolment Process Flowchart

The College will follow the enrolment process as outlined in the following Enrolment Process Flowchart:

All applications for enrolment 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.

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 educational needs?

YES

NO

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

Parent(s)/Guardian(s) and College collect information to determine the student's educational 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 relevant members of the Enrolment & Transition Team, in consultation with the Principal, who will consider each application and make a determination based on the enrolment criteria.

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

The Principal reserves the right to consider all applications on their merit. Principals decision is final.

### 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 Enrolment Agreement Acknowledgement and a correctly signed and dated Fees Agreement.

Enrolment Does Not Proceed

## 5.2 Enrolment Criteria

The College welcomes all applications of domestic students 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 Enrolment & Transition Team. The Enrolment & 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. Children from families who belong to any Orthodox Church
7. 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.

## 5.3 Compulsory Enrolment Age

In accordance with the *Education and Training Reform Act 2006*, it is compulsory for children and young people aged between six (6) and seventeen (17) years of age to be enrolled in a Victorian school.

## 5.4 Enrolment of Students from Interstate

When enrolling students whose previous school was interstate, the College must use the protocols of the Interstate Student Data Transfer Note (ISDTN). 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 on the Education Council website [www.educationcouncil.edu.au](http://www.educationcouncil.edu.au) / Reports and Publications / ISDTN / Non-Government Schools.

## 5.5 Student Intakes

The College enrolls domestic 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.

## 6. 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 vision and mission statement.

## 7. 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.

## 8. 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).

## 9. References

Application for Enrolment Form  
Enrolment Agreement  
Fees Agreement  
Global Fees Policy  
Privacy Policy  
*Education and Training Reform Act 2006*  
Education Council – Interstate Student Data Transfer Note

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