

## **SMMC-Albury-Enrolment Policy**

### ***Preamble:***

As a private school with a Catholic ethos, Saint Mary MacKillop College Albury has an evangelising mission. A distinguishing feature of Catholic education is that it is open to all, especially to the poor and weakest in society. The School exists primarily to assist parents in their duty to instil the Catholic faith in their children.

### ***Policy:***

#### **1.0 Principles**

Saint Mary MacKillop College Albury aims to provide a choice of schooling to all those seeking a Catholic education for their children. However, enrolment of a student into the school cannot be guaranteed.

Saint Mary MacKillop College Albury has a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need. Our conviction is that no student will be refused enrolment or be disadvantaged because of an inability on the part of parents/guardians to meet financial requirements.

1.1 Saint Mary MacKillop College Albury strives to be authentically Catholic and faithful to the Church, its traditions and teachings.

1.2 The school is a community whose mission is to provide its members with an holistic education which takes place in an environment formed by the authentic teachings and values of the Catholic Church.

1.3 The school community strives for strong partnerships with the parishes it serves. These partnerships must be demonstrated and strengthened by the enrolment procedure and practice.

1.4 Those who choose this school for their children do so on the understanding that they respect and agree to support the Catholic identity of the school and acknowledge the importance of religious education for their children. As a minimum requirement, parents accept a commitment to observe the precepts of the Church regarding the obligation to attend Mass every Sunday.

1.5 Saint Mary MacKillop College Albury is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.

#### **2.0 Responsibility**

2.1 The Directors, in collaboration with the Pastor, Principal, staff and School Council have responsibility for ensuring that the authentic vision of Catholic education in the community remains the guiding principle in the application of the enrolment policy.

2.2 The Principal is responsible for enrolments. The Principal may form an enrolment committee to provide advice. Ordinarily, the Committee will comprise the

Priest/Chaplain (or his representative) and a representative of the School Council as members. The Principal will chair the Committee.

### **3.0 Enrolment Policy**

#### **3.1 General**

3.1.1 At initial enrolment, all parents must give a firm undertaking that they will accept and support during the period of their child's enrolment the life, nature and identity of the Catholic school, including the appropriate participation of their children in the approved religious education programs, and their own participation in key parent events.

3.1.2 No child is to be denied Catholic schooling simply because of an inability (as opposed to an unwillingness) of a parent/guardian, to meet financial requirements.

3.1.3 The attention of parents/guardians is drawn to the fact that acceptance of their children into the school does not confer an automatic entitlement to re-enrolment for the following year.

3.1.4 Enrolment applications received after the due date will only be considered if vacancies still exist, irrespective of where they might otherwise be placed in the priority order.

3.1.5 The Directors may authorise the refusal of an enrolment into the school if such enrolment would adversely impact on the provision of Catholic education

#### **3.2 Enrolment Categories**

##### **3.2.1 Kindergarten Enrolments**

It is generally desirable for schools to adopt a cut-off enrolment date whereby children commencing in Kindergarten should be five (5) years of age by 30 April of the year of enrolment.

##### **3.2.2 Early Age Enrolments**

3.2.2.1 The Principal has the discretion to process an early age enrolment (Primary or accelerated Secondary school entry) if special circumstances exist.

3.2.2.2 Before agreeing to the early enrolment of the child the Principal must seek written approval from the Director.

3.2.2.3 The Principal must inform the child's parents of this consultation process at the time of the enrolment application.

##### **3.2.3 Students with Disabilities**

3.2.3.1 Principals must refer to the Disability Discrimination Act (1992) which can be located at <http://ceo.cg.catholic.edu.au/policies/disability.htm>

3.2.3.2 When processing enrolment applications from parents/guardians of students with disabilities who seek to be included in regular classes within the school, Principals must seek advice from relevant staff at AISNSW for Special Needs Education. Each application is to be handled individually.

### **3.2.5 Conditional Enrolment**

The Principal may, in discussion with the student, parents, pastor, and staff, enrol a student on a conditional basis in light of the student's particular situation and/or needs at the time of or during the student's enrolment.

## **4.0 PARENT RESPONSIBILITIES**

4.1 All parents enrolling their children in the school must complete the official enrolment form and return it by the due date. The family of these children **MUST** provide an up to date reference from their Parish Priest indicating that they are practising Catholics in that Parish. Such action, however, does not guarantee enrolment in the school.

4.2 Applications, irrespective of their priority listing, received after the due date will only be considered if vacancies still exist.

4.3 Parents must be prepared to abide by the provisions specified in the enrolment form especially as regards the support they will give the school in the Catholic education of their children and the attendance of scheduled key parent events.

4.4 The child's parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child subject to section 3.1.2. of this policy document.

4.5 The child's parent/guardian must advise the Principal of any Court Order(s) that may exist in regard to the child and **MUST** provide a certified copy of the Order(s) for the child's school file.

## **5.0 ENROLMENT REPORTING REQUIREMENTS**

5.1 The School Council will monitor enrolment information submitted by the school and action taken by the school to ensure the ethos of the school and the basic aims of Catholic education are maintained.