

Responsibility: Deputy Principal  
Date approved by Board: March 2020  
Date last updated: March 2020



# Emmanuel College

## Enrolment Policy

### RATIONALE

Emmanuel College is a Catholic co-educational school welcoming enrolment enquiries from all families seeking a Catholic education for their children in Warrnambool and beyond. The College is committed to excellence in educational standards and to providing every student with a foundation of faith, values, knowledge, skills, and attitudes necessary for lifelong learning.

The Policy provides guidance in the management of the enrolment selection process. Enrolment decisions are made by the Principal in line with this policy, however the College reserves the right to exercise discretion in responding to the pastoral needs of individual families if there are reasonable grounds to do so.

*Emmanuel College is a dynamic learning community, bringing to life the Gospel values of Faith, Hope, and Love, and continuing in the Catholic tradition of Catherine McAuley and Edmund Rice.*

*Emmanuel College Vision*

### SCOPE

This policy relates to all prospective students and families of Emmanuel College.

### DEFINITIONS

**Enrolment:** refers to anyone seeking to become a student at Emmanuel College.

**Catholic student:** for the purpose of enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, established by a Certificate of Catholic Baptism.

**Parents/guardians:** includes the natural biological parents, carers or legal guardian of a student.

### POLICY STATEMENT

Emmanuel College acknowledges its responsibility as a registered school to have a clearly defined enrolment process that complies with all relevant legislation and outlines who is eligible for enrolment as a domestic student. The College embraces the mission of the Catholic Church by welcoming the enrolment of all students and families who share the same vision and educational philosophy.

### GUIDING PRINCIPLES

1. Catholic schools, established, maintained and governed by the Ballarat Diocese, or in partnership with religious institutes and/or ministerial public juridical persons, strive to be authentically Catholic and faithful to the mission of the Catholic Church. Emmanuel College therefore has a responsibility to provide access to children baptised in the Catholic faith.
2. A Catholic school is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling. While there is an invitation to all, the practicalities of being able to accommodate enrolments beyond current physical facilities may be limited by available resources.
3. Catholic schools have a responsibility to be inclusive and therefore welcome, accept and support those most in need.
4. Catholic schools seek actively to engage families and carers as partners in their child's education process and the life of the school in an atmosphere of co-responsibility and co-accountability.

5. A consistent and transparent approach will be taken when implementing the enrolment application procedures to ensure fair and equitable access to families seeking enrolment.
6. As part of the minimum standards for school registration as required by the [Victorian Registration and Qualifications Authority \(VQRA\)](#), information concerning the enrolment process and the enrolment criteria will be publicly available and easily accessible by current and prospective parents via the College website and prospectus.

### **Year 7 enrolments**

Allocated in the following order of priority:

- Siblings of children currently enrolled in the school
- Baptised Catholic children from Catholic feeder primary schools
- Baptised Catholic children from rural schools
- Other Catholics (interstate/regional Victoria/Melbourne)
- Other faiths children from Catholic feeder primary schools
- Others at the discretion of the Principal

### **Criteria for enrolment from Years 8 – 12**

- Catholic and non-Catholic enrolments are taken across these year levels, depending on places available. Preference will be given to Catholic students who have completed the appropriate level of education.
- It is expected that parents/guardians disclose to the school all relevant information on the transferring student. The school may request to make contact with the student's current school.
- The Principal makes the final decision on acceptance or non-acceptance of any student to the College.

The Principal reserves the right to cancel the enrolment of any student whose behaviour or influence is regarded as harmful to the interests of other students and the College community.

The College reserves the right to refuse an application or to remove an application from the waiting list or definite list if there are reasonable grounds for doing so.

### **Enrolment of students with additional learning needs**

Emmanuel College welcomes parents/guardians who wish to enrol a student with additional learning needs and will do everything possible to accommodate the student's needs. The enrolment will be considered providing parents/guardians disclose all factors and relevant reports that impact on the child's learning needs. The process for enrolling students with additional needs is otherwise the same as enrolling any student.

### **Expectations of parents/guardians**

When accepting a place at Emmanuel College parents/guardians are deemed to have:

- Accepted the College values and expectations and be committed to support and promote them. It is an expectation that the family and student are willing to participate fully in the life of the school, including the religious and faith dimensions of an Emmanuel education.
- Made a commitment to support the College financially through the full payment of school fees as set by the College. When the circumstances indicate that full payment will not be possible, the obligation remains with the family. Individual arrangements can be set in place and it is expected this will be discussed with the Principal or Business Manager before the enrolment process is completed.

### **POLICY REVIEW**

This policy will be reviewed every year or as needed.

## **RELATED POLICIES AND PROCEDURES**

[Emmanuel College Application for Enrolment](#)

[Emmanuel College Prospectus](#)

[Catholic Secondary School Handbook](#)

[Privacy Policy](#)

[VRQA Minimum standards and other requirements for schools](#)

[Education and Training Reform Regulations 2017](#)

[Education and Training Reform Act 2006](#)