

## Enrolment Policy

### RATIONALE

Emmanuel College is a Catholic school in the Mercy tradition, governed by Mercy Education Ltd, and built upon the values and traditions of the school's founders Catherine McAuley and Edmund Rice. The College welcomes enrolment enquiries from all families seeking a Catholic education for their children, and is committed to fostering the academic, spiritual, and personal growth of all students.

This policy outlines the procedures and criteria for enrolling students at the College, and enrolments are open to all families who support the philosophy, values, and aims of a Catholic school. The Principal is responsible for ensuring the Enrolment Policy is implemented in a fair, transparent, and non-discriminatory manner and reserves the right to exercise discretion in all matters pertaining to enrolments.

*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.

### DEFINITION

**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.

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

**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 under the [Education and Training Reform Act 2006](#) to have a clearly defined enrolment process that complies with 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 school communities have a moral, legal, and mission-driven responsibility to create nurturing school environments where children and students are respected, their voices are heard, and where they are safe and feel safe. Mercy Education schools have no tolerance to the abuse of children or students.
2. Catholic schools strive to be authentically Catholic and faithful to the mission of the Catholic Church. Emmanuel College therefore has a responsibility to preference enrolment for children baptised in the Catholic faith when numbers outweigh the places available.
3. Parents/guardians who choose a Catholic school for their children do so on the understanding that they respect and agree to support the Catholic identity, ethos, and mission of the school and acknowledge the importance of religious education for their children.
4. A consistent and transparent approach will be taken when implementing the enrolment application process to ensure fair and equitable access to families seeking enrolment.

5. Applicants are required to make a full disclosure of information in the enrolment application, including any disability or additional learning needs, language or linguistic requirements, medical or other specialist reports, custody or court order documents, and visa or non-Australian resident details.
6. The above information is an important requirement when assessing an enrolment application for duty of care purposes and to support academic achievement and progress. A student's place at the College is not confirmed until all documentation and fees requested have been received.
7. The College is required to comply with the Disability Discrimination Act and other relevant legislation when considering the enrolment of a student with a disability or additional learning needs.

## **IMPLEMENTATION GUIDELINES**

### **Application process**

Families are encouraged to attend information sessions and open evenings to gain an insight into the College programs and mission prior to submitting an enrolment application. Tours can also be arranged through the College Registrar.

Parents/guardians must submit an online enrolment application via the [College website](#) and pay an application fee and attach the following supporting documents.

- Child's birth certificate
- Child's Baptismal certificate and first Eucharist certificate (if applicable)
- Visa documentation (if applicable)
- Court orders or care arrangement documentation (if applicable)
- Medical or other specialist or educational reports (if applicable)
- NAPLAN statement (Grade 5 for Year 7 enrolment and most recent for Year 8-12 enrolment)
- Current and previous academic records (Year 8-12 enrolment)

The enrolment application must be signed by both parents listed on the child's birth certificate or as described in a court order, or by the authorised guardians with relevant statutory documentation.

Lodgement of an enrolment application does not guarantee enrolment at the College. 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.

A waiting list will be maintained by the College where places are not immediately available based on the criteria below. The College reserves the right to refuse an enrolment application or to remove an application from the waiting list or definite list if there are reasonable grounds for doing so.

The Principal makes the final decision on acceptance or non-acceptance of any student enrolment to the College, and unsuccessful applications will be notified by email.

### **Criteria for Year 7 enrolments**

Allocated in the following order of priority:

- Siblings of children currently enrolled at the College
- 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 to 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 College all relevant information on the transferring student. The school may request to make contact with the student's current school.

### **Students with additional learning needs**

The College welcomes enrolments from students with additional learning needs and will do everything possible to accommodate these 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.

### **Letter of offer**

Applicants being offered a place at the College will be emailed a letter of enrolment offer specifying the terms and conditions of enrolment, including fees and expectations. Parents/guardians must respond to the enrolment offer within the specified timeframe and pay a non-refundable acceptance fee to secure a place for their child.

An offer of enrolment will not be regarded as accepted until an Enrolment Agreement has been signed by both parents/guardians (except in special circumstances) and the other requirements set out in the offer have been complied with.

### **Enrolment Agreement**

Families enter into an Enrolment Agreement when accepting an enrolment offer at the College. The agreement is publicly available on the College website and outlines the terms and conditions of enrolment, including expected behaviour, codes of conduct, fees, and the grounds on which the agreement may be terminated.

Both parents/guardians are presumed to have equal shared parental responsibility and therefore both are required to accept and sign the Enrolment Agreement, except in special circumstances, such as a parent granted sole custody of the child by order of a court or where one parent is deceased.

Signing the Enrolment Agreement deems parents/guardians to have accepted the College values and expectations and to commit to supporting and promoting 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.

Parents/guardians also commit to paying school fees as determined annually by the Advisory Council. Families who seek a Catholic education for their child will not be excluded from the College for financial reasons provided that appropriate arrangements are made with the Business Manager prior to enrolment, as detailed in the [Fee Policy](#).

### **Scholarships**

The Emmanuel College Foundation offers a range of scholarships to assist families with accessing an Emmanuel education for their children. Scholarships are advertised on the [College website](#) and granted on the basis on merit and need.

### **Annual re-enrolment**

Parents/guardians are required to confirm each year whether their child is returning to the College in the following year. This is an important component of planning in terms of ensuring sufficient classes are run and properly staffed. The re-enrolment process also requires parents/guardians to confirm their acceptance of the Parent Code of Conduct, conditions of enrolment, and ongoing obligation to maintain the accuracy of information provided to the school, including advising of any change in family circumstances or contact details.

Failure to respond to the re-enrolment notification sent annually by the College could result in enrolment suspension.

### **Withdrawal**

Parents/guardians must inform the Registrar in writing if their child is exiting from the College. This can be done via the re-enrolment process if the student is not returning the following year or by email at least two weeks before the intended withdrawal date if exiting during the school year.

The Registrar will forward a School Exit Clearance Form, and this must be returned with any materials owned by the school, including laptop and any library books borrowed. Adjustments to the fee account will be made on receipt of the completed form and according to the Fee Policy.

### **Privacy**

The College collects personal information for the purpose of a student's potential enrolment at the school. This information may be shared with government departments in accordance with the College's reporting requirements. Details about accessing or updating any personal information or making a privacy complaint can be found in the [Privacy Policy](#).

## **POLICY REVIEW**

This policy will be reviewed every three years or as needed and will be communicated to the College community via the College website.

## RELATED DOCUMENTS/LINKS

MEL operational instructions student enrolment  
Emmanuel College Prospectus  
Enrolment Agreement  
Enrolment and Change of Details procedures  
Student Exit Clearance Form  
Parent Code of Conduct  
Student Behaviour Expectations  
Fee Policy  
Complaints and Grievances Policy  
Privacy Policy  
Catholic Secondary School Handbook

## REVIEW HISTORY

<b>Version</b>	<b>Date released</b>	<b>Next review</b>	<b>Author</b>	<b>Approved</b>
1.0	November 2023	November 2026	Principal's Assistant	Advisory Council