

# ST JOSEPH'S COLLEGE, MILDURA



<b>Policy Number:</b>	COLLEGE 14
<b>Policy Name:</b>	Enrolment Policy
<b>Contact Officer:</b>	Principal
<b>Date Approved by Executive:</b>	June 22, 2021
<b>Date of Next Review:</b>	June 2024
<b>Related Policies:</b>	Mercy Education Limited Privacy Policy St Joseph's College Standard Collection Notice Communication with Non-Custodial Guardians CEOM Enrolment Policy St Joseph's College Uniform Policy St Joseph's College Fee Policy St Joseph's College Parent Code of Conduct

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## PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

## LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 1359*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

Further information relating to the Ministerial Order can be found at <https://www.safeguardingservices.com.au/wp-content/uploads/2022/02/Ministerial-Order-1359.pdf>

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St Joseph's College offers the opportunity for the education of the whole person and the mission of the College is to be seen in the context of the Catholic vision of the fully developed person.

### **1. In the enrolment of students, the College policy is based upon the Church's belief that:**

1.1 Parents/Guardians are the first educators of their children and have the obligation and the right to ensure an adequate education for their children consistent with their beliefs and values;

1.2 Once a child becomes a member of the Catholic Church through Baptism, the parents/guardians and the Church have a commitment towards this child and an obligation to give the child the opportunity of Catholic education;

1.3 The Church's mission is particularly to those in greatest need.

### **2. Basic Principles:**

2.1 All enrolments will be subject to the discretion of the Principal and based upon the best interests of all concerned.

2.2 All students will be expected to participate fully in the Religious Education program at all year levels.

- 2.3 A Catholic child should have access to a Catholic education regardless of financial circumstances.
- 2.4 To respect and support the College's Ethos, the celebration of mass and liturgies, reflection days and retreats.
- 2.5 Students and parents/guardians will behave in a respectful, supportive and calm manner at all times when dealing with St Joseph's College staff.
- 2.6 Students and parents/guardians will uphold the good name and reputation of the College, including the prevention of any inappropriate references or images related to the College or members of the College community appearing on social media and the internet.
- 2.7 Students are required to attend all timetabled classes including extra curricula activities e.g. athletics and swimming sports, camps and retreats.
- 2.8 The Principal reserves the right to cancel enrolment of any student whose behaviour or influence is regarded as harmful to the interests of other students and the College community.

**3. Criteria for enrolment: Consistent with the policies of the CECV, the Ballarat Diocese and the Sisters of Mercy, consideration will be given to prescribed criteria and offers will be made in the following order:**

- 3.1 Catholic students.
- 3.2 Brothers and sisters of students already attending the College, or who have attended in the past.
- 3.3 Sons and daughters of current staff members.
- 3.4 Children of other Christian denominations who have attended a Catholic primary school.
- 3.5 Sons and daughters of past pupils of the College.
- 3.6 Children of other Christian denominations who, in conjunction with their parents, display a willingness to support the ethos and philosophy of the College.
- 3.7 Non-Christian students who, in conjunction with their parents, display a willingness to support the philosophy and ethos of the College.

**4. Transfers:**

- 4.1 Students transferring from other Catholic Colleges will be accepted subject to 4.4.
- 4.2 Students seeking to transfer from other Sunraysia Secondary Colleges will generally be accepted at the commencement of the school year and subject to 4.4.
- 4.3 Students seeking to transfer from interstate schools will be offered enrolment subject to 4.4.
- 4.4 Students seeking to transfer from another College will be asked to provide a recent report from the previous school, and the school will be contacted for a reference.
- 4.5 Where a student applies for enrolment from a local secondary college following a dispute or for other reason deemed significant, the Principal may decide to institute a Provisional Enrolment which will be reviewed regularly.
- 4.6 It is recommended that the conditions of a Provisional Enrolment are in the form of an agreement signed by the parent, the Principal of St Joseph's College, the House Leader and by the student.

## **5. Enrolment of Students with a Disability (SWD) and Additional Learning Needs:**

5.1 Students with special needs shall be considered on an individual basis. The Principal, in consultation with the Learning Enhancement Leader, and the parents/guardians, will consider the College's capacity to provide adequate staffing, resources and facilities such as to ensure that the College can cater for the special needs of the students.

5.2 A Parent Support Group will be established for each student with special needs.

## **6. Class Sizes:**

6.1 All enrolments are subject to class sizes.

6.2 According to the *Victorian Catholic Education Multi Enterprise Agreement 2013* the maximum class size is 29 students for Years 7 - 10 and 27 students in Years 11 and 12. Locally we work at 28 and 26 respectively, unless there is a special reason for an extra student in a VCE class.

## **7. Long Term Leave of Absence:**

7.1 Students seeking a long-term leave of absence (two terms or more) may request for their position at the college to be held provided a return date is known. All long-term absence's must be approved by the Principal and are subject to the following conditions:

- A minimum of one term's notice must be given in writing. Where this is not possible, the family will be charged one term's fees.
- A non-refundable holding deposit of 10% of the annual global fee is payable to secure the student's position. On the student's return to the college, this amount will be credited to any future fees.
- All debts must be settled prior to the student's departure.
- Curriculum will not be provided to the student during this time.
- The Laptop and all other college property must be returned prior to departure.

## **8. Students returning to study:**

8.1 Students at VCE level applying to return to study after a prolonged break will not be enrolled. The student would be encouraged to continue their studies at TAFE or at a setting with an adult enrolment.

8.2 Students who will reach the age of 20 before completing VCE will not usually be enrolled. The student would be encouraged to continue their studies at TAFE or at a setting with an adult enrolment.