

ENROLMENT POLICY

1. Rationale

There is a need for a policy which clearly sets out the order of enrolment and the conditions under which a typical enrolment will occur. Irene McCormack is a Catholic school. The College recognises parents as the first educators of their children and it is the mission of the school to join in partnership with parents to accommodate the needs of each child.

2. Scope

This policy applies to all enrolments at Irene McCormack Catholic College.

3. Conditions for enrolment are:

- 3.1 Each student and family accepts the values which underlie the Catholic philosophy of education. The student must agree to support and participate in the faith education of the College.
- 3.2 Each student and his/her parents must accept the College rules and the high standards of appearance, conduct and behaviour.
- 3.3 By accepting a place at Irene McCormack Catholic College the parents and the student commit to full participation in all College activities – this includes sporting, cultural, community service and other co-curricular events. Sharing one's God given abilities by participation in College activities and on behalf of the College community is a clear expectation.
- 3.4 All required information on the enrolment form is to be accurate at the time of submission. Any subsequent changes are to be communicated to the Principal in writing.
- 3.5 If relevant information has been knowingly withheld by the parent or guardian the Principal reserves the right to refuse or terminate enrolment.
- 3.6 Parents are required to give a minimum of one term's notice to the Principal in writing before the removal of their son/daughter from the College, unless a lesser time is negotiated and approved by the Principal in writing. The College will charge a term's fees in lieu of notice if the minimum notice period is not received.

4. Enrolment priorities

- 4.1 Priority enrolment, in order, will be given to students in the following categories. (Consultation with the Parish Priest/s may influence the priorities below).
 - Siblings of Catholic students.
 - Catholic students from Catholic primary schools in our own or Neighbouring parishes.
 - Catholic students from other Catholic schools.
 - Catholic students from non-Catholic primary schools.
 - Siblings of non-Catholic students.
 - Non-Catholic students from other Catholic primary schools.
 - Non-Catholic students from other Christian denominations.
 - Other non-Catholic students.

5. Procedure for Application

- 5.1 To apply for enrolment at Irene McCormack Catholic College please contact the College Office for an Enrolment Pack, or access the College website. Once the Application form has been completed, it should be returned to the College office with a \$30 application fee together with **photocopies** of the following documents:
- Student's Sacramental Certificates (Baptism/Reconciliation/Holy Communion/Confirmation).
 - Parish Priest Reference Form
 - Student's Birth Certificate
 - Visa (if the student is not an Australian Citizen)
 - Most recent school report, all NAPLAN reports (NAPLAN testing is done in Years 3, 5, 7 and 9)
 - Court Orders if applicable.
 - Diagnostic testing if the student has a diagnosed medical difficulty/disability and medical certificates

Unfortunately, due to the large number of applications processed by reception staff, we are unable to provide a photocopying service.

- 5.2 Interviews for Year 7 are scheduled approximately eighteen months before the year of enrolment. At that time you will receive a letter with the date and time of your son/daughter's enrolment interview with the Principal or his delegate. Your son/daughter is to accompany you to the enrolment interview. At the interview parents are encouraged to ask about any policy or procedure held by the school and any particular issues they may have for their son/daughter.
- 5.3 If it is determined that a place is to be offered, a formal Letter of Offer and additional documents will be sent to you. These are to be completed and returned to the College with the deposit of \$300.00. This deposit is non-refundable should you cancel the enrolment.
- 5.4 All students are required to support and participate in the Religious Education and faith formation programs such as Community Service, as well as the Co-Curricular program and all 'special' days e.g. Irene McCormack day.
- 5.5 While the College will make every effort to accommodate each student we will not accept an application from a student if we believe we cannot provide the necessary support, resources and facilities to meet his/her educational and personal needs.

Introduced December 2002
Reviewed 2006, 2010, 2014
Due for review 2018