



ENROLMENT GUIDELINES

INTRODUCTION

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools are a key instrument of catechesis and sacramental preparation for Catholic children. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

In accord with the CEM Policy on Enrolment [2.4], the first priority of Salesian College is the provision of a Catholic education for Catholic children. This policy and accompanying procedures detail a consistent and transparent approach to ensure that Salesian College is accessible for all Catholic families within its catchment.

AIMS

The College Enrolment Guidelines have been developed to:

- comply with CEM Policy 2.4
- comply with all relevant Victorian and Australian Government legislation
- establish clear procedures for the enrolment of students into the College
- promote collaboration between schools and, where appropriate, between regions.

DETAILS

1. Guiding Principles

The guiding principles for the College with regards to Enrolment are in accord with those of the CEM Policy and relate to the principles of inclusiveness, partnership between school and family, flexibility and open access to information.

- Salesian College seeks to provide a Catholic Secondary Education for all Catholic children of the Region whose parents seek such an education.
- Whilst all parents are expected to make a commitment to the payment of fees, no child will be excluded from the College because of the inability of the parents to pay fees. It is expected that in such circumstances, and by prior consultation, some alternate arrangement would be made by the College.
- Enrolment will not be made on any criteria based on an academic assessment of applicants.

2. Enrolment Procedures

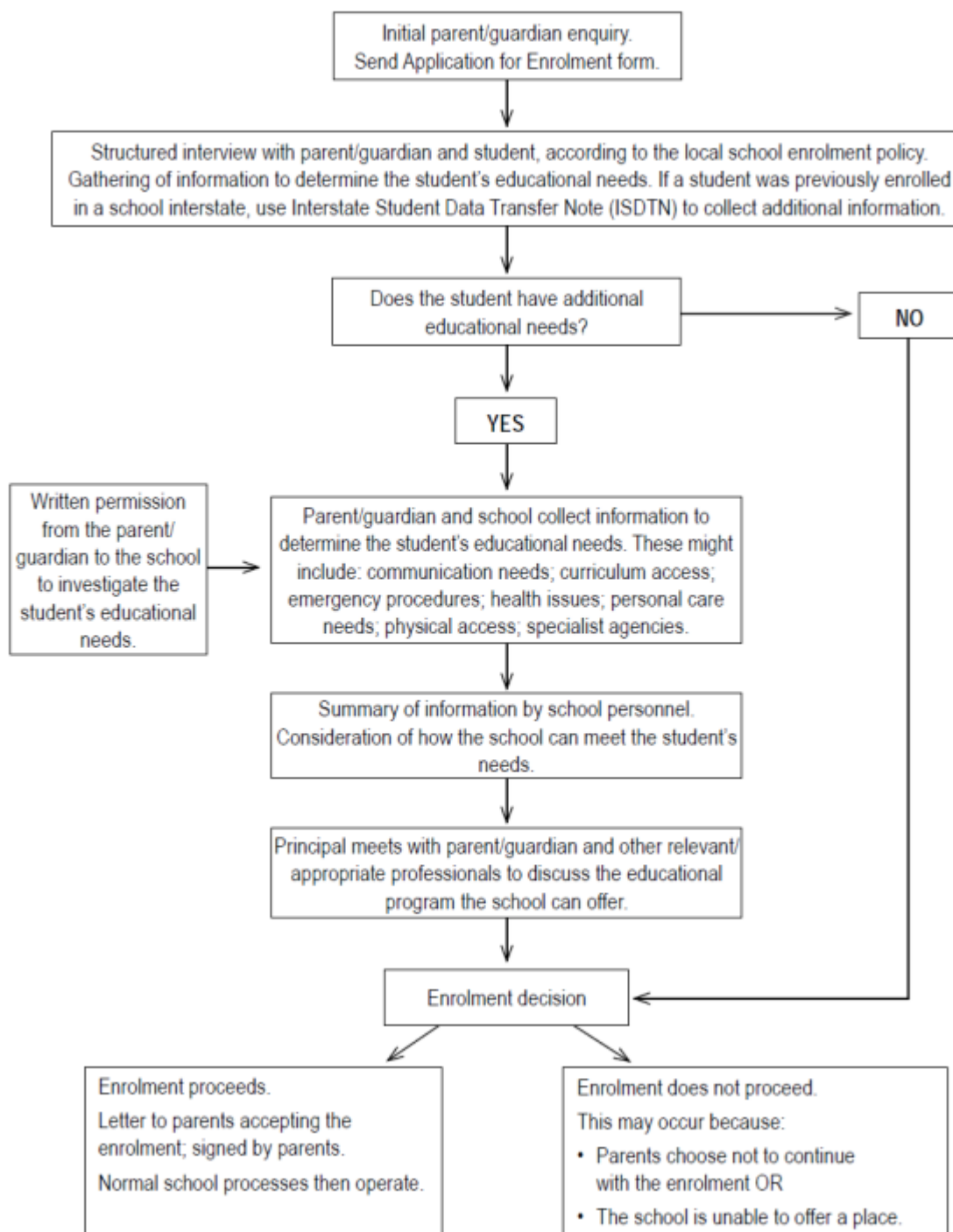
In accordance with the guidelines pertaining to the enrolment of students in Catholic Schools, provided by the Catholic Archdiocese of Melbourne, Salesian College implements the following procedure when considering applications for enrolment into Year 7.

- a. Applications are accepted at any time up until the closing date. An enrolment fee of \$100.00 is payable when lodging the application.
- b. The Catholic Education Office prescribes and publishes:
 1. The closing date for Applications (late February each year)
 2. The date by which places must be offered to applicants (late April)
 3. The date by which places offered must be accepted (mid May).

Within this prescribed time frame, applications are processed and interviews scheduled with members of the College Leadership to discuss and clarify the expectations of each applicant and those of the College.

- c. At the conclusion of the interview process a letter of offer will be given to successful applicants. This offer will be confirmed on submission of the Acceptance Form from the parents that they are prepared to accept the conditions of the offer including an undertaking to abide by College regulations and to pay the College Student fees as determined by the Board. A \$300 non-refundable Acceptance Fee is payable at this time.

A flowchart for the processing of enrolment is shown below:



3. Criteria for Enrolment

In accordance with the guidelines pertaining to the enrolment of students in Catholic Schools, provided by the Catholic Archdiocese of Melbourne, Salesian College implements the following procedure when considering applications for enrolment into Year 7.

- a. Applications are accepted at any time up until the closing date. An enrolment fee of \$100 is payable when lodging the application.
- b. The Catholic Education Melbourne prescribes and publishes:
 1. The closing date for Applications (late February each year)
 2. The date by which places must be offered to applicants (late April)
 3. The date by which places offered must be accepted (mid May).
- c. Within this prescribed time frame, applications are processed and interviews scheduled with members of the College Leadership to discuss and clarify the expectations of each applicant and those of the College.
- d. Applications are not dealt with on a 'first-come' basis but according to the following order of priority developed in accordance with Archdiocesan policy:
 1. Catholic children who are residents of the priority parishes of Sunbury and Gisborne and have attended a Catholic primary school in one of those parishes.
 2. Children who are Siblings of students currently enrolled at Salesian College.
 3. Catholic children who are residents of the priority parishes of Sunbury and Gisborne and have not attended a Catholic school.
 4. Children of Past Pupils of Salesian College.
 5. Catholic children from other parishes (for pastoral reasons).
 6. Children from non-Catholic Eastern churches who have attended a Catholic primary school and are residents of the priority parishes of Sunbury and Gisborne.
 7. Children from non-Catholic Eastern churches who have not attended a Catholic primary school and are residents of the priority parishes of Sunbury and Gisborne.
 8. Other Christian children who have attended a Catholic primary school and are residents of the priority parishes of Sunbury and Gisborne.
 9. Other Christian children who have not attended a Catholic primary school and are residents of the priority parishes of Sunbury and Gisborne.
 10. Non-Christian children who have attended a Catholic primary school and are residents of the priority parishes of Sunbury and Gisborne.
 11. Non-Christian children who have not attended a Catholic primary school and are residents of the priority parishes of Sunbury and Gisborne.
 12. Non-Catholic children who are not residents of the priority parishes of Sunbury and Gisborne (for pastoral reasons).

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