



ENROLMENT POLICY

Salesian College Sunbury is an inclusive Catholic Faith Community in the spirit of St John Bosco.

- We are a welcoming COMMUNITY that fosters an atmosphere of joy and optimism.
- We strive for engagement in LEARNING for which we are collectively responsible.
- We promote the pursuit of EXCELLENCE in all aspects of life.
- We are inspired by our FAITH to serve others and develop as resilient, thoughtful and caring citizens of the world.

Central to these values is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

INTRODUCTION

Salesian College Sunbury has an inclusive and open enrolment policy following the criteria set out by the Melbourne Archdiocese Catholic Schools (MACS). In the traditions of St John Bosco we are a home that welcomes, a parish that evangelises, a school that prepares for life and a playground where friends meet and enjoy themselves. By creating a friendly school environment, educators in the Salesian tradition offer their students the time, opportunity and guidance to know themselves better, to understand their purpose, to help them develop their God-given talents and to prepare them for life beyond school. In our community, each person is sacred and unique, and therefore deserves to be treated with dignity and respect. Within our College, we work together to build positive relationships and a safe and welcoming school environment, one where each person is free to learn and to achieve their personal best.

PURPOSE

This policy has been developed to establish clear procedures and guidelines to inform our decision-making and practices when it comes to enrolment. We pride ourselves on a fair and transparent approach that respects the dignity of all young people and is inclusive and welcoming. The policy aims to:

- comply with the Enrolment Policy for MACS Schools (2023)
- 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.

SCOPE

This Policy expresses the commitment of the College Board to provide Catholic education to Catholic families, and to young people prepared to commit themselves to respecting the Catholic nature of the school, its expectations and educational goals. This Policy will be published on the College's public website and accessible to all. Catholic schools have a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, their voices are heard and they are safe and feel safe (CECV Commitment Statement to Child Safety).

GUIDING PRINCIPLES

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

- Salesian College Sunbury seeks to provide a Catholic Secondary Education for all Catholic children of the Region whose parents/guardians/carers seek such an education.
- The College welcomes all applications and interviews all applicants. When the number of applications exceeds the number of places that can be made available, the College follows the guidelines as set out by MACS. Preference for enrolment will always be given to Catholic students in our priority and shared parishes (Sunbury and Gisborne). Remaining places will then be allocated using the enrolment priorities listed below.
- Enrolment will not be made on any criteria based on an academic assessment of applicants.
- No student will be denied enrolment on the basis of an inability to participate in the full school program. The College makes every effort within its resources to provide the facilities and services to cater for the individual needs of every young person, regardless of their background, and do everything reasonable to accommodate each student's individual needs.
- As we are a satellite school for St Mary's College for the Deaf we strongly encourage the enrolment of any young person with a hearing impairment.
- As a Catholic College, Salesian College Sunbury places great importance on its religious education program and expects full participation in liturgical and social justice events.
- While the first priority of the Principal is to enroll the children of Catholic parents/guardians/carers, pastoral discretion may be exercised in enrolment decisions where deemed appropriate. The Principal has the ultimate discretion in determining all offers of enrolment.
- Enrolment into the College is made via an enrolment contract with parents/guardians/carers which is publicly available and easily accessible to current and prospective parents/guardians/carers. The enrolment contract includes:
 - a) codes of conduct for students, parents, carers, and guardians
 - b) fees
 - c) educational services provided
 - d) the grounds on which enrolment can be terminated.

ENROLMENT PRIORITIES

Applications are not dealt with on a 'first-come, first-serve' basis. There is an agreed order of priority for enrolment in MACS Secondary Colleges which the College adheres to in its enrolment policy and guidelines. The first priority of Catholic schools is the provision of a Catholic education for Catholic children.

The order of priority is:

- a) Catholic children who are residents of a designated priority parish of Sunbury and Gisborne and have attended a Catholic primary school in one of those parishes.
- b) Siblings of children already enrolled at Salesian College.
- c) Catholic children who are residents of the priority parishes of Sunbury and Gisborne and have not attended a Catholic school.
- d) Children of Past Pupils of Salesian College.
- e) Catholic children from other parishes (for pastoral reasons)
- f) Orthodox children who have attended a Catholic primary school and are residents of the priority parishes of Sunbury and Gisborne.
- g) Orthodox children who have not attended a Catholic primary school and are residents of the priority parishes of Sunbury and Gisborne.
- h) Other Christian children who have attended a Catholic primary school and are residents

- of the priority parishes of Sunbury and Gisborne.
- i) Other Christian children who have not attended a Catholic primary school and are residents of the priority parishes of Sunbury and Gisborne.
 - j) Non-Christian children who have attended a Catholic primary school and are residents of the priority parishes of Sunbury and Gisborne.
 - k) Non-Christian children who have not attended a Catholic primary school and are residents of the priority parishes of Sunbury and Gisborne.
 - l) Non-Catholic children who are not residents of the priority parishes of Sunbury and Gisborne (for pastoral reasons).

PARENTAL RESPONSIBILITIES

At the time of enrolment, parents/guardians/carers accept that they have a responsibility to provide ongoing support for their child's Catholic education. In particular, parents/guardians/carers make an explicit commitment to the following responsibilities:

- Complete the school's enrolment form and ensure it is returned by the due date. This does not guarantee enrolment in the school, which is finalised following the signing of the enrolment contract by the College as formal acceptance of the offer of enrolment.
- Support the school in the Catholic education of their child and involve themselves as much as possible.
- Adhere to the expected standards of parental behaviour as outlined in the College's Parent/Guardian/Carer Code of Conduct.
- Acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child. Any difficulties in meeting this commitment should be discussed with the Principal as soon as possible.
- Advise the Principal of any court order or custodial arrangement/s that may exist in relation to their child, or any changes to such order/s, and provide a copy of the court order/s and any subsequent changes for the child's school file.
- Provide the College with an immunisation history statement from the Australian Immunisation Register.
- Provide evidence of visa status from the Department of Home Affairs as soon as notified where applicable.
- Provide the College with information relating to additional learning needs along with medical/allied health professional reports/assessments. We also need to know if the student is currently receiving integration funding due to a disability.

INFORMATION TO BE COLLECTED

During the enrolment process, the College is required to collect, and parents/guardians/carers are required to provide, particular information about the parents/guardians/carers and their child in order for the College to meet the duty of care obligations and to satisfy government requirements.

The College is required to confirm that a student agrees to identify as Aboriginal and/or Torres Strait Islander to be counted in the census.

ENROLMENT PROCEDURE

Procedures for the enrolment of students at the College are documented separately.

Lodging an enrolment form does not guarantee enrolment at the College.

TERMINATION OF ENROLMENT

The Enrolment Contract sets out the full abilities of the College to terminate or withdraw enrolment.

In certain limited circumstances a termination of enrolment may occur where there is a default in

payment of fees; or the relationship between the College and a family has irretrievably broken down as a result of significant and/or repeated breaches by a parent/guardian/carer of the College's Parent/Guardian Code of Conduct, the College's Enrolment Contract, and relevant other school policies. Parents/guardians/carers are, as a condition of enrolment, expected to read, sign, and comply with the Code of Conduct, the College's Enrolment Contract, and relevant school policies. Parents/guardians/carers who breach the Code of Conduct, Enrolment Contract, and/or school policies will be contacted by the Principal. Appropriate action, which may include limiting or reducing access to the school grounds, attending school functions or school-based activities or, setting mandatory parameters around methods and timing of communication, or imposing an Immediate or Ongoing School Community Safety Order is at the discretion of the Principal.

The College reserves the right, which may be exercised at any time, to refuse to allow a student to continue their education at the College, and to cancel their enrolment, while any fees and charges remain unpaid. Only in exceptional circumstances, at the sole discretion of the College, will a student be allowed to enter a new term if any fees and charges are unpaid.

The College's Business Manager or nominee is authorised to take such action deemed necessary to recover unpaid fees or charges. This may include additional costs associated with unsuccessful direct debit transactions and any associated debt collection costs.

The College may seek recovery of its fees, charges and costs, including through legal action or a debt collection agency, which shall involve seeking both payment of the unpaid fees and charges and costs of seeking recovery being charged to the Applicant.

A termination of enrolment on the basis of parental/guardian/carer conduct must be approved by the Board Chair, and such approval will only be provided in circumstances where either:

- **Multiple breaches**
 - a breach of the Code of Conduct on the part of a parent/guardian/carer has previously occurred
 - the parent/guardian/carer has, because of that previous breach, been warned that any subsequent breach of the Code of Conduct by them (or the family) may result in a termination of enrolment
 - a further breach of the Code of Conduct by the parent/guardian/carer, or by another family member in appropriate circumstances (including where the Principal is satisfied on reasonable grounds that that other family member has been warned or is otherwise aware that a warning has previously been given) occurs.
- **Serious breach**
 - any parent/guardian/carer has engaged in conduct on a single occasion which constitutes a serious breach of the Parent/Guardian/Carer Code of Conduct (involving for example, conduct which poses a serious risk to staff or student health and safety.)
 - In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

A decision to withdraw or terminate the enrolment of a student may only be made by the Principal upon consideration of the following:

- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether any previous warnings have been provided to the parent/guardian/carer
- the principles of procedural fairness are followed in the decision-making process, including an opportunity for the student and their parents/guardians/carers to be heard, and all relevant information considered.

Before any final decision as to termination of enrolment is made, the student's parents/guardians/carers will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

Students are also, as a condition of enrolment, expected to read and comply with the College's Student Code of Conduct. In cases of serious and/or persistent breaches of the student code of conduct, the Student Wellbeing Policy outlines the consequences for student misbehaviour. The school's Suspension, Negotiated Transfer, and Expulsion of Students Policy and procedures outlines the management of suspension and expulsion and appeals processes.

In accordance with applicable legislation and the College's Child Safety and Wellbeing Policy, the police, 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Commission for Children and Young People (CCYP), and/or any other relevant bodies will be informed of any unlawful breaches of these codes.

COMPLAINTS REGARDING ENROLMENT

If a parent/guardian/carer of the student would like to make an appeal on the enrolment process, or termination of enrolment, parents/guardians/carers can raise the concerns to the Principal either in writing or by making an appointment. Please ensure the relevant person/s is given a reasonable amount of time to take the steps required to resolve or address the concerns. Please refer to the College's Grievances Policy for further information.

DEFINITIONS

Catholic child

For enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Baptism, and have fully participated in a sacramental program or there is evidence of an intention to complete their sacramental journey.

Catholic school

A Catholic school which operates with the consent of the Archbishop of Melbourne, where formation and education are based on the principles of the Catholic doctrine.

Enrolment Contract and Enrolment Form

The Enrolment Contract and Enrolment Form is an agreement parents/guardians/carers enter with the College for enrolment. The Enrolment Contract stipulates the terms and conditions of enrolment and the way in which the College seeks to work in collaboration with families. The Enrolment Contract is publicly available and easily accessible to current and prospective parents/guardians/carers.

The Enrolment Form outlines the information that must be collected by the College to enable the Board to carry out its duty of care obligations and ensure it has the relevant information about each student to determine any need for adjustments.

Enrolment catchment area

The enrolment catchment area is a defined area from which a school enrolls students. For secondary colleges, it will be those parishes designated as priority parishes by MACS.

Orthodox child

Orthodox child refers to a child who is a member of a non-Catholic Eastern church, which includes Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox.

Parish

Parish refers to the local parish as defined by its geographical boundaries and student location is based on home address.

Priority parish

A priority parish is defined as a parish included in the enrolment catchment area of a school. Children living within a priority parish catchment area receive priority in enrolment over children who reside outside the priority parish catchment area.

RELATED DOCUMENTS

MACS Policies

- Enrolment Policy for MACS Schools

School Policies

- College Schedule of Tuition, Fees, Levies and Charges
- Enrolment Contract
- Enrolment Guidelines
- Parent/Guardian/Carer Code of Conduct
- Student Code of Conduct
- General Information Collection Notice
- Student Wellbeing Policy
- Child Safety and Wellbeing Policy
- Grievances Policy

REVIEW OF THIS POLICY

The College's policies are approved by the Salesian College Sunbury Board. The Enrolment Policy will be reviewed every 2 years or earlier if required.

POLICY INFORMATION

Responsible director	Principal
Policy owner	College Executive
Approving authority	College Executive
Board Approval Date	14/09/2026
Executive Approval date	09/09/2026
Next Executive Review date	09/09/2028
Publication	Schoolbox; Website
POLICY DATABASE INFORMATION	
Assigned framework	MS2-Enrolment; CA2-Enrolment
Superseded versions	2020 v1.0, 2021 v1.1, 2022 v1.2, 2024 v2.0, 2026 v2.1 (legal team review)