



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 Enrolment Policy for MACS Schools the first priority of Salesian College Sunbury 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 the Enrolment Policy for MACS Schools.
- 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 MACS Policy 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 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.

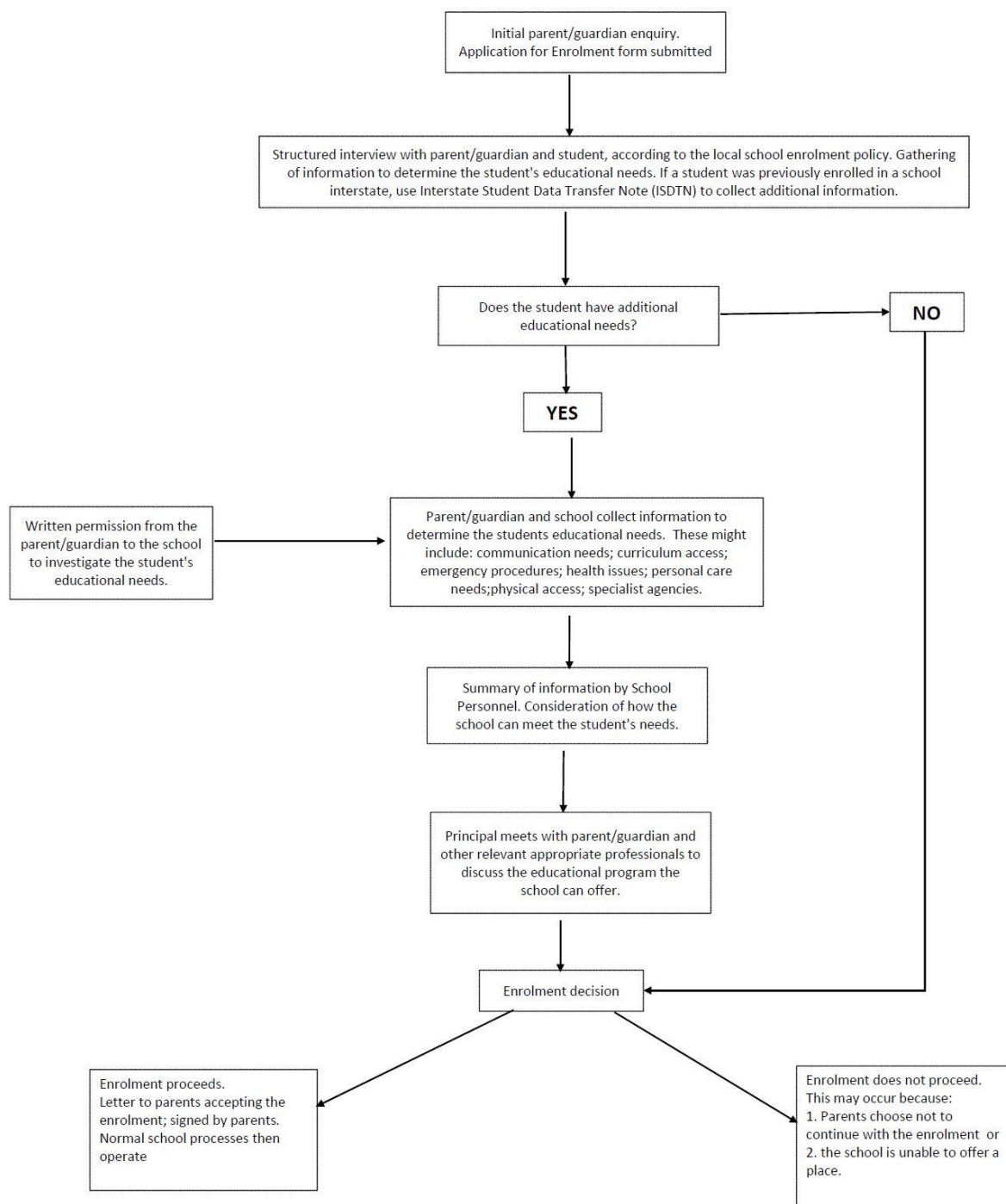
2. Enrolment Procedures

In accordance with the guidelines pertaining to the enrolment of students in Catholic Schools, provided by the Melbourne Archdiocese Catholic Schools, Salesian College Sunbury 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 Melbourne Archdiocese Catholic Schools prescribes and publishes:

- (i) The closing date for Applications (late August each year for children in Grade 5)
 - (ii) Interviews (early September)
 - (iii) The date by which places must be offered to applicants (mid-October)
 - (iv) The date by which places offered must be accepted (late October/ early November).
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 an offer will be made to successful applicants. This offer will be confirmed on submission of the Education Enrolment Contract 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 College Board. A \$500 non-refundable Acceptance Fee is payable at this time.
- The enrolment fee will be held by the College for the duration of your child's enrolment and refunded at the completion of Year 12 (please refer to the College Schedule of Tuition, Fees, Levies and Charges)

A flowchart for the processing of enrolment is shown below:



3. Criteria for Enrolment

In accordance with MACS Guidelines for Enrolment, applications are not dealt with on a 'first-come' basis but according to the following order of priority:

- a) 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.
- b) Children who are siblings of students currently 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) Children from non-Catholic Eastern churches who have attended a Catholic primary school and are residents of the priority parishes of Sunbury and Gisborne.
- g) 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.
- 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).

REFERENCES

- Enrolment Policy for MACS for Schools
- Enrolment Policy: Enrolment Procedures for MACS Schools

RELATED DOCUMENTS

Enrolment Policy
Enrolment Contract
Enrolment Form
Parent-Carer Code of Conduct
Student Code of Conduct

Document History	Date(s)	Modification Details
Written by: Principal	01/06/2015	
Approved by: Executive	16/06/2015	
Post Implementation Review: Executive	01/06/2018 04/04/2020 19/05/2022 01/10/2024	Reviewed, with updates to 2. Enrolment Procedures Reviewed, updated flow chart Reviewed, with minor changes to Reference and Related Documents
Next Approval: Executive	01/10/2026	