

ENROLMENT POLICY

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EP

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DRAFT

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Evaluation and Review:

**Presently under review
MacKillop College Leadership Team
St Agnes' Parish**

Policy Contact Officer:

Principal

Related Documentation:

Enrolment Procedure

RATIONALE

Parish schools were established as places of educational excellence and places that transmit the faith, in the mission entrusted to the Church by our Lord Jesus Christ. They form part of a tradition of Catholic education provided by religious and lay teachers in the Diocese of Lismore for 150 years. They also fulfil parents' rights to choose the schooling for their children which reflects their own faith, values, beliefs and hopes.

Catholic schools have a particular responsibility to provide a Catholic religious education to children baptised in the Catholic faith and to support parents in honouring the commitments that they made on behalf of their children at baptism.

The Catholic school is also "open to all who want to share its educational and faith goals inspired by Christian principles" (Congregatio de Institutione Catholica 2009). Most importantly, there is a special place in parish schools for those with the greatest need, especially in areas of lesser educational options or lower socio economic circumstances, and efforts should be made to encourage such enrolments, within the vision of the Bishop of Lismore for the poor.

AIMS

Education in the Diocese of Lismore commits to the following aims:

- Supporting the living and transmission of the Catholic faith at all levels of parish school life with enthusiasm and a sense of vocation.
- Nurturing each individual student's growth in faith and unique potential and gifts. This occurs to enable a 'fullness of life' through Jesus Christ and his teaching (John 10:10).
- Offering excellence in educational opportunities founded on the mission of Jesus Christ articulated in Catholic Education in the Diocese of Lismore: Foundational Values for Catholic Identity and Mission.
- Fostering strong parent partnerships and engagement.
- Creating Christ centred and pastorally caring communities who respect and nurture each other, the wider society and the world, according to the teaching of Jesus.

In such aims parish schools value 'who we are and what we do': parents are invited to enrol in the parish school in full knowledge of the expectations around the Catholic Faith and the teachings, beliefs and practices of the Catholic Church. In essence, the parish remains at the 'centre' of parish school.

RATIONALE

The school has developed policies on all areas required for registration and accreditation purposes. These are available on request from the College Office.

CONDITIONS OF ENROLMENT

The enrolment of a student at MacKillop College implies the acceptance of certain responsibilities and a commitment by parents and students to the philosophy of the school.

Each student is required to accept the following responsibilities:

- Show respect for all persons, property and the environment.
- Actively participate in the Religious Education classes, liturgies and retreats.
- Do my best and strive for excellence at all times.
- Wear the full and correct school uniform neatly on all school occasions, as well as to and from school.
- Actively participate in the school sports program, and school sports carnivals.
- Be prepared to contribute towards a mature and productive working relationship with staff and peers.
- Be prepared to participate in co-curricular skill-building experiences and excursions.
- Assist with the maintenance of a clean classroom and school environment.
- Present a note from parents explaining any absence. This note must be presented to the Pastoral Care teacher upon return from absence.
- Comply with any directions from teachers.
- Uphold the Student Code of Conduct, which is located on the College website, by word and deed.
- Must not possess or use alcohol, tobacco or illegal substances at school or on any school occasion.
- Actively participate in the Christian community service program.

ENROLMENT PROCEDURE

Application for enrolment can be made by contacting the College Office from the end of Term 1 of the year preceding enrolment.

The College Principal visits local associate primary schools to distribute forms and explain the enrolment process and zoning.

Completed forms are returned to College Offices together with supporting documentation as below:

- Copy of Birth Certificate (and Name Change Certificate if applicable)
- Copy of Baptismal Certificate
- Copy of most recent school report
- Copy of most recent NAPLAN results
- Enrolment Application Form
- St Agnes' Parish Forms (including Agreement to pay School Tuition Fee form, Family Detail Form, and if applicable School Fee Direct Debit Request/Centrepay Deduction Form)
- Copy of current immunization records

Enrolments are confirmed in writing. Parents/guardians are requested to complete the acceptance slip and return it to the College Office with:

- a) Year 7 students: Enrolment fee (includes Year 7 backpack, Diary, School Yearbook and textbook hire);
- b) Years 8 – 10: Enrolment fee (textbook hire fee)

Information Nights are held at the College followed by College tours. Interview bookings are taken on the night and through the College Office.

Parents and the student are asked to attend the enrolment interview.

Requests for zone changes are considered and decisions communicated to parents following interviews.

Enrolments are confirmed in writing by the end of May.

Orientation days for the incoming Year 7 students are held in November and at the start of the new school year.

Extended orientation is available for students requiring greater assistance with transition from primary school to secondary school. This is generally conducted in the two weeks prior to orientation day.

Each year every student is issued with a verification form. This form is used to ensure our records are up to date and anomalies can be rectified. The College may also request further support documentation if circumstances have changed such as family structure, recognition or family history or culture particularly in relation to VISA and Aboriginal and Torres Strait Islander.

YEAR 11 AND 12 ENROLMENT

RATIONALE

Senior schooling is available to students from MacKillop College and the courses offered at both MacKillop College and Newman Technical College are designed to meet a wide range of needs, abilities and interests of students.

Students are required to confirm enrolment at MacKillop College for Year 11 and 12 after the school assists them during an enrolment interview in July of Year 10 to assess their interests and abilities for their senior secondary journey.

Detailed information will be given to students and parents. Further information, as well as advice on the most appropriate course and subject selection, should be sought as required. This is readily available through the Leader of University Careers and University Transition.

The ultimate determination of a student's journey in their secondary years will be made on the basis of the guidelines outlined.

ENROLMENT PROCEDURES YEARS 11 AND 12

General information on Years 11 and 12 is presented to all Year 10 students in July and printed for parents. This information includes:

- The range of options available to Year 10 students;
- Enrolment Policy for Years 11 and 12;
- The features of the two pathways offered in SAPSS; and
- Courses offered in Years 11 and 12.

Information nights are held for the Newman Senior Technical School and MacKillop College for Year 10 students. To initiate an enrolment, a student should:

- Complete an Application for Enrolment/continuing Enrolment;
- Pay an Enrolment Fee/Senior Student Textbook Fee and
- Make an initial selection of courses.

Each intending student is interviewed in order to:

- Discuss specific student subject preferences;
- Discuss career options and finalise course selections;
- Discuss the Student Contract;
- Discuss the payment of fees; and
- Confirm the student's and parent's commitment to the ethos of Catholic schooling.