



Purpose

The purpose of this policy is to clarify the processes, protocols and conditions surrounding enrolment.

It also exists to ensure the equitable allocation of student places according to the Vision and Mission of Monivae College

This policy is in line with Ballarat Diocesan School Advisory Council Enrolment Policy.

Scope

This policy applies to all parents, guardians and carers, prospective students, students and the school leadership team and governing authority.

Legislative Context

- *Education and Training Reform Act 2006 (Vic.)*
- *Education and Training Reform Regulations 2007 (Vic.)*
- *Victorian Registration and Qualifications Authority (VRQA) Minimum Standards*
- *Equal Opportunity Act (Vic.) 2010*
- *Disability Discrimination Act 1992 (Cth.)*
- *Disability Standards for Education 2005 (Cth.)*
- *Privacy Amendment (Private Sector) Act 2000 (Cth.)*
- *Australian Education Act 2013 (Cth.)*
- *Australian Education Regulation 2013 (Cth.)*

Definitions

Term	Definition
Catholic child	For the purpose of 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 Catholic Baptism.
Catholic School	A Catholic school is one which operates with the consent of the diocesan Bishop and is one where formation and education are based on the principles of Catholic doctrine, and the teachers are outstanding in true doctrine and uprightness of life.
Parish	For the purpose of enrolment, the 'parish' is the local parish as defined by its geographical boundaries.

Policy Statement

Monivae College embraces the mission of the Church by welcoming the enrolment of all students and families who share their vision and educational philosophy. Inspired and governed by the message and person of Jesus Christ, and committed to the physical, intellectual, social and spiritual development of each person, Monivae College provides Catholic education of the highest quality to its students.

Office Use Only	Issue Date: June 2018	Last Reviewed: N/A
Next Review Date: 2023	Authorised by: Board Directors	Version:1.0

As a Catholic school, Monivae College has a particular responsibility to provide access to children baptised in the Catholic faith.

Monivae College is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling. While there is an invitation to all, the practicalities of being able to accommodate enrolments beyond current physical facilities may be limited by available resources.

Students other than Catholics will be considered for enrolment provided this does not result in the exclusion of Catholic students (see enrolment criteria).

Monivae College actively seeks to engage families and carers as partners in their child's education process and the life of the school in an atmosphere of co-responsibility and co-accountability.

All parents will be required to give an understanding that they will respect the life, nature and identity of the school.

All students will be expected to participate fully in all aspects of school life including participation in the religious activities of the school.

Monivae College is an inclusive and therefore welcoming school that accepts and supports those most in need.

Monivae College will provide Catholic education that is in accordance with diocesan, state and commonwealth educational policies and standards.

Supporting Documents

- Enrolment Procedures
- Enrolment Form

Responsibility

Approval Authority	Policy Sponsor	Administration
Responsible for monitoring the implementation, outcomes and scheduled review of this policy	Responsible for maintaining the content of this policy as delegated by the Approval Authority	Responsible for the administration support for the maintenance of this policy as directed by the Policy Sponsor
Board Directors	Business Manager	Compliance and Risk Manager

Promulgation

This policy will be communicated throughout the Monivae College school community in the form of:

- policies section of the Monivae College website;
- policy library section of the Monivae College intranet; and
- distribution of email to all staff.

Implementation

This policy will be implemented throughout Monivae College via:

- policy library section of the Monivae College intranet;
- staff briefing session; and
- training sessions.

Office Use Only	Issue Date: June 2018	Last Reviewed: N/A
Next Review Date: 2023	Authorised by: Board Directors	Version: 1.0