



ENROLMENT POLICY

RATIONALE

As a Catholic School in the Mercy Tradition Sacred Heart College was established to provide Catholic education for Catholic students. In doing so it assists the Church in fulfilling its role in assisting people to discover and embrace the fullness of life in Christ and it embraces the Mercy Education values.

DEFINITION

Catholic Child: For the purpose of enrolment in a Catholic school, a child is considered to be Catholic if they belong to one of the Catholic Churches, 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 Scripture and Tradition.

Catchment area for schools: For the purpose of enrolment, the school catchment is the parish or group of parishes, as defined by Catholic Education Melbourne, from which the school draws the majority of its enrolments and to which the school gives priority of enrolment. For the majority of primary schools this will be the parish to which the school belongs. In those parishes with more than one primary school the catchment for each school is determined by the parish in consultation with Catholic Education Melbourne. For secondary schools, it will be those parishes designated as 'priority parishes' by Catholic Education Melbourne.

Parish: For the purpose of enrolment the 'parish' is the local parish as defined by its geographical boundaries.

POLICY STATEMENT

The College will fulfil its mission being open and welcoming to all Catholic Students, regardless of their background and needs, and will do everything possible to accommodate a student's individual needs. Particular assistance will be extended to children who are disadvantaged or considered most at risk.

The College will continue to support the special relationship that continues to exist between the Catholic Church and the non-Catholic Eastern Churches, based on a belief in the same sacraments and close nexus in understanding about theology and sacraments.

When accepting enrolment at Sacred Heart College it is understood that parents are the first educators in faith of their children and therefore they enter into partnership with the College to promote and support the education of their child.

While bearing in mind that the College's first priority is to Catholic students, the Principal may exercise some flexibility with respect to enrolment decisions where pastoral discretion may be deemed necessary.

As part of the minimum standards for school registration as required by the Victorian Registration and Qualifications Authority (VRQA) information concerning the enrolment process and the enrolment criteria will be publicly available and easily accessible by current and prospective parents via the College Website and Prospectus.

When considering enrolments, Sacred Heart will comply with the upper limit for Year 7 enrolments, take into account the priority parishes for the College as specified by Catholic Education Melbourne and will work in co-operation and collaboration with the Catholic Secondary Schools in Geelong.

ASSOCIATED PROCEDURES

Enrolment Criteria

RELATED DOCUMENTS


Catholic Education Melbourne Policy 2.4 Enrolment for Schools in the Archdioceses of Melbourne

Re-enrolment Form

School Prospectus

Enrolment Fee

School Fees Collection Protocol

Date Approved:	27 October 2016
Name:	Anna Negro
Signature:	
Date presented at Council Meeting:	27 October 2016
Author:	The Principal
Person Responsible for Implementation:	The Principal
Last Amended:	4 October 2016
Next Review Date:	2019
Location Checklist:	<input type="checkbox"/> Staff Handbook <input type="checkbox"/> Students <input type="checkbox"/> Parent Portal <input type="checkbox"/> Website