



# 2018 Enrolment Policy



This Enrolment Policy is to be read and applies in conjunction with the Education Enrolment Contract. The meanings of Enrolment, Application for Enrolment, Application for Enrolment Form, Application for Enrolment Fee, The College, Student, Prospective Student, Parents, Fee Paying Parents, Education Fees and Offer of Enrolment, within this Policy are the same as defined within the Education Enrolment Contract that is in place and may be executed between the Canonical Administrators on behalf of the College and the Parents.

## INTRODUCTION

1. This Enrolment Policy includes the Application for Enrolment procedure that must be followed for all Applications for Enrolment received by the College.
2. The purpose of this Enrolment Policy is to provide clarity, transparency and consistency in regard to:
  - a. The process of enrolment at the College; and
  - b. The College's priorities for enrolment.
3. This Enrolment Policy may be updated by the College from time to time.



#### APPLICATION FOR ENROLMENT PROCEDURE

4. Enrolment of a Prospective Student at the College requires the following procedure:

- a. Parents or legal guardians of the Prospective student can access and complete the Application for Enrolment Form online via [www.padua.vic.edu.au](http://www.padua.vic.edu.au)
- b. Upon request by the Parents or legal guardians of the Prospective Student for the Application for Enrolment Form, the College will also provide the Parents or legal guardians:
  - i. A link to a copy of the current Enrolment Policy; and
  - ii. A link to a copy of the current Education Fees Policy.

An example of the Education Enrolment Contract along with the Enrolment Policy and Education Fee Policy is available to be viewed at <http://www.padua.vic.edu.au/padua-community/policies.html>

- c. Parents or legal guardians of the Prospective Student must complete and submit to the College a completed Application for Enrolment Form with:
  - i. all applicable accompanying documentation as set out in the Application for Enrolment Form; and
  - ii. payment of the non-refundable Application for Enrolment Fee as nominated on the Application for Enrolment Form.
- d. Application for Year 7 2020 Enrolment closes Friday 11 May 2018.
- e. Families may be invited to attend an interview with a member of the College's Senior Leadership Team. The College Registrar will contact these families directly.
- f. The College will not progress any Application for Enrolment until the steps set out at c, d and e above are complete.
- g. For Prospective Students other than those that are to commence in Year 7, an initial interview with a member of the College Senior Leadership Team.
  - i. Interviews with a member of the College Senior Leadership Team must be organised via the College Registrar.



- h. The College will notify the Parents or legal guardians of the outcome of the interview(s) in writing. Please note that Enrolment is not confirmed until the Education Enrolment Contract is executed by the College.
- i. If the interview(s) are successful for the Prospective Student, the College will forward to the Parents or legal guardians of the Prospective Student:
  - 1. an Offer of Enrolment (in the form of a written letter);
  - 2. copies of the Education Enrolment Contract; and
  - 3. a further link to a copy of the Education Fees Policy.
- j. If the Parents or legal guardians accept the Offer of Enrolment, they must:
  - i. complete and sign the Education Enrolment Contract and return it to the College; and
  - ii. pay, in full, any Education Fee in Advance and other due fees or charges to the College.



## PRIORITIES FOR ENROLMENT

5. The College is the Catholic Regional College for students who live on the Mornington Peninsula in the following parishes: Mt Eliza, Mornington, Western Port, Dromana and Sorrento.
6. The College's Enrolment Policy has five categories in order of priority.
  - a. **Catholic children from the six Parishes of the region, namely:**
    - St Thomas More's Mount Eliza
    - St Macartan's Mornington
    - Immaculate Conception Western Port
    - Our Lady of Perpetual Help Dromana
    - Our Lady of Fatima Rosebud
    - St Mary's Star of the Sea Sorrento.
  - b. **Catholic children from Parishes outside the region who meet special consideration categories. For example:**
    - attends a Catholic school of this region
    - siblings of currently enrolled students
    - other special consideration
  - c. **Students who are members of non-Catholic Oriental Churches, e.g. Greek Orthodox**
  - d. **Siblings who are not Catholic, of currently enrolled students**
  - e. **Other students:**
    - children of the College staff not already covered in previous categories
    - children who are not Catholic of former College families
    - children who are not Catholic and whose families are new to the College
7. Each Application for Enrolment will be judged on its merit and in light of available places and in accordance with the steps set out in the Application for Enrolment procedure.

## UNSUCCESSFUL APPLICATIONS

8. In the event that applications exceed places available, a waiting list will be established with places offered on the basis of Priorities for Enrolment Policy.