



LOYOLA COLLEGE

ENROLMENT POLICY

Intended audience	Loyola College Community
Author	Consult
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PREAMBLE

Loyola College is a Catholic secondary regional College serving parishes in the North East region of Melbourne. As a Catholic College it welcomes families from this region who have a strong commitment to Catholic and Ignatian ideals.

GUIDING PRINCIPLES

Values

The values which inform this policy are:

- Witness to the values of Jesus Christ as **expressed in the teachings of the Catholic Church**
- Respect for the dignity of each person
- Promotion of education as life-long
- Education of students in an environment of Justice, Mercy and Faith

ASSUMPTIONS ABOUT THE ENROLMENT POLICY

An educational institution such as Loyola College will offer a worthwhile education to students with diverse needs.

The College as a Catholic school promotes a particular ethos and primarily caters for Catholic students.

The College will give high selection priority to families who have a strong desire for Ignatian philosophy and practice and to current Loyola families who clearly support the College.

POLICY

The following policy must be interpreted in the light of the Loyola College and Mission Statement and read in conjunction with the Enrolment Procedures and the School Fee Policy.

Given the assumptions about the nature of the College, it is the policy of this College that:

1. Access to the College is available to students whose parent(s)/guardian(s) desire an education for their daughters and sons, which is in accord with the Vision and Mission Statement of Loyola College.
2. Before accepting the enrolment of a student, the College will endeavour to ascertain that the particular needs of that student can be met within the curriculum and pastoral care program offered by Loyola College.
3. When demand for places at the College exceeds the number of places available, priority for considering enrolment applications shall be given in order of the following categories:

DEFINITIONS:

Category 1

All Catholic girls and boys who reside within the Priority Parishes and satisfactorily complete their primary schooling and have met their financial obligations to the feeder Catholic primary school.

In the event that demand in this category exceeds the number of places available then the following criteria will also be applied in the selection of students to whom a place will be offered.

- Prioritised recommendations of the Parish Priest (in consultation with the Primary School Principal)
- Level of involvement of the family in Parish life
- Level of involvement of the family in the Parish school

Category 2

Catholic students from other schools including overseas students.

Category 3

Children from non-Catholic Eastern churches who have attended a Catholic Primary school and are residents of a priority parish.

Category 4

Children from non-Catholic Eastern churches who have not attended a Catholic primary school and are residents of a priority parish.

Category 5

Other Christian children who have attended a Catholic primary school and are residents of a priority parish.

Category 6

Other Christian children who have not attended a Catholic primary school and are residents of a priority parish.

Category 7

Non-Christian children who have attended a Catholic primary school and are residents of a priority parish.

Category 8

Non-Christian children who have not attended a Catholic primary school and are residents of a priority parish.

Note:

- a. Siblings of children already enrolled in the College will be given priority.
- b. Siblings of past students will be given some priority.

The Selection Criteria will take note of the CECV Policy current at the time of Enrolments for Year 7.

4. PRIORITY PARISHES

The following are Priority parishes for the purpose of Year 7 enrolment from the start of 2008.

Our Lady of the Way, Kingsbury
Sacred Heart, Diamond Creek
St Damian, Bundoora
St Francis of Assisi, Mill Park
St Martin of Tours, Macleod-Rosanna
St Mary, Greensborough
St Thomas the Apostle, Greensborough North

Associate Parishes:

Our Lady Help of Christians, Eltham
St Francis Xavier, Montmorency

The Catholic primary schools within these priority parishes are:

Our Lady of the Way, Kingsbury
Sacred Heart, Diamond Creek
St Damian, Bundoora
St Francis of Assisi, Mill Park
St Martin of Tours, Macleod-Rosanna
St Mary, Greensborough
St Thomas the Apostle, Greensborough North

Associate Primary Schools:

Our Lady Help of Christians, Eltham
St Francis Xavier, Montmorency
Holy Trinity, Eltham North

5. The enrolment of non-catholic students will be in accordance with the Archdiocesan guidelines as determined from time to time and will be such as not to interfere in the religious life and practice of the College.
6. Once students are enrolled at Loyola College, they would be eligible to re-enrol each year. If there is an extraordinary reason why a student should not be re-enrolled, the issues will be dealt with as soon as possible taking account of the educational and pastoral care policies of the College and any Archdiocesan guidelines.
7. The College will work co-operatively with other secondary schools to ensure that parents have access to Catholic secondary education for their daughters and sons.
8. The College, which has a commitment to support Catholic students from the member Parishes, will liaise with primary schools within the region to ensure that students, irrespective of financial considerations, have access to Catholic secondary education where the parents desire such education. However in considering the enrolment of students, the family's fidelity to meeting financial commitments in regards to fees with either the College or feeder schools needs to be checked where possible.
9. Every effort should be made to achieve gender balance in the enrolments
10. Terms of Enrolment regarding provision of accurate information
 - 10.1 It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon his or her physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
 - 10.2 Parents and guardians must provide accurate and up to date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
 - 10.3 Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.
 - 10.4 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

11. Enrolment for children with additional needs

- 11.1 The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:
- (a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma);
 - (b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individualised educational programs, behaviour support plans or other educational interventions as may be relevant);
 - (c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals; and
 - (d) any limitations on the school's ability to provide the additional assistance requested.
- 11.2 The process for enrolling students with additional needs is otherwise the same as for enrolling any student.
- 11.3 As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess:
- (a) whether the additional assistance remains necessary and/or appropriate to the child's needs
 - (b) whether the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
 - (c) whether it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

12. Assessments and updates

- 12.1 Various opportunities are provided during the year to let you know your child's progress. You will receive two comprehensive written reports each year and 2 interim reports, and arrangements will be made for at least three interviews where you can discuss your child's progress with the teacher/mentor. In addition, you can always contact the school to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

13. Authority to accept enrolments on behalf of the College is vested in the Principal of the College who has discretionary responsibility for the selection of suitable applicants for enrolment into the College.

This Policy will be implemented in accordance with existing privacy legislation and related policies.



LOYOLA COLLEGE

ENROLMENT PROCEDURES

POLICY IMPLEMENTATION

The implementation of the Enrolment Policy for Loyola College will mean that:

1. There will be suitable literature available to prospective students and their parent(s)/guardian(s) which details the nature of the College, the expectations on pupils and the enrolment procedure.
2. There will be a transition program in conjunction with the Catholic primary schools to facilitate parental/guardianship choice regarding secondary education.
3. The College will regularly assess its programs to ensure they are appropriate for those students seeking enrolment at the College.

PROCEDURES

1. Advertising for enrolments.

In February each year or earlier, the College will invite applications for enrolment for two years in advance. This will be done via the Loyola College Newsletters, local primary schools - Catholic and government, parishes and public press.

The College will organise an Open Day prior to the closing date for applications. School tours on weekdays will also be offered to prospective families on set dates.

An initial closing date for applications will be advertised. This date will be the enrolment date determined by the Catholic Education Office. All applications are to be forwarded by families to Loyola College by this date.

An enrolment application fee of \$100 will be paid with the enrolment application form. This will be a non-refundable administration fee.

All applicants will be interviewed prior to an offer of a place being made. Students will be asked to bring their latest school report and NAPLAN test results (or equivalent) to the interview. The Principal of the College, whilst having the authority to accept enrolments, may delegate some of this interviewing to senior members of staff.

By mid-October, applicants will be notified of the outcome of their application.

Further applications will be accepted while places are available. If there is not an immediate vacancy, applicants will be placed on a waiting list.

3. Confirmation of Enrolment.

Parent(s)/Guardian(s) will be asked to confirm in writing by a given date, the acceptance of the place offered to their daughter/son. A confirmation of enrolment fee of \$400 will be paid with the acceptance together with a LEXSA joining fee of \$140. The Enrolment Acceptance fee will be deducted from the following years' school fees. If that acceptance is not received by the due date, the College is not obliged to hold a place for that student.

International Students

The College is registered to take international students. Financial arrangements for these students in terms of school fees and/or other charges will be in accordance with the College procedure for enrolment of international students.

Exchange Students

The College is registered to take exchange students. Financial arrangement for these students in terms of school fees and/or other charges, will be in accordance with the College procedure for enrolment of exchange students.

4. Cancellations

A family who has accepted the offer of a place at the College and has paid the enrolment fee and confirmation of enrolment fee, will forfeit the full confirmation fee amount on cancellation of the place offered and accepted by them. The LEXSA joining fee will be refunded.

Enrolment at Years 8-12

Applications, addressed to the College Registrar, should be accompanied by a copy of the student's most recent school report and the administrative fee. Endorsement, on the application form, from the Parish Priest could be an advantage. Catholic applicants must include a copy of the child's Baptismal Certificate. Upon receipt of the application an initial interview will take place. School reports and other matters will be discussed at the interview and Loyola will then normally contact the students current school. The result of the interview will normally be communicated within a week.