

# Loyola College Enrolment Policy – Secondary



Loyola College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Loyola College is a MACS school in which:

- Prayer and liturgy are vital aspects of religious life in the College.
- The pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church.
- The teachings and values of the Catholic Church are paramount.
- The Ignatian tradition is strongly supported and this tradition is reflected throughout the College.

## Principles

### Inclusiveness

MACS schools are established primarily for Catholic children. Loyola College strives to be open and welcoming to all Catholic students, regardless of their background, and does everything reasonable to accommodate each student's individual needs.

Loyola College is open to the enrolment of children of other Christian traditions and faiths, however, priority will be given to children from non-Catholic Eastern churches. Children from other religious traditions or of no religion are provided with an opportunity to enrol should they choose to apply and there is sufficient capacity within the college.

### Partnership between parents/guardians/carers and Loyola College

Parents/guardians/carers are the first educators of their children. By enrolling a child in Loyola College, parents/guardians/carers are entering into a partnership to promote and support their child's education, in particular their education in faith. While the College promotes access to a Catholic education through the college enrolment policy, it is the parent/guardian/carers' responsibility to support the College in furthering the spiritual and academic life of their child.

### Exercise of pastoral discretion in enrolment decisions

Local pastoral discretion is an important element of decision-making with regard to enrolment at Loyola College. While the first priority of the Principal is to enrol the children of Catholic parents/guardians/carers, pastoral discretion may be exercised in enrolment decisions where deemed appropriate. The local College enrolment committee will formally endorse all enrolment decisions to ensure transparency and equity in decision-making.

## Priority enrolment

There is an agreed order of priority for enrolment in MACS schools, which must be followed in the enrolment policy and procedures. The first priority of Catholic schools is the provision of a Catholic education for Catholic children.

The order of priority is:

1. Catholic children who are residents of a designated priority parish and have attended a Catholic primary school in one of those parishes.  
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
2. Siblings of children already enrolled in the school
3. Catholic children who are residents of a designated priority parish and have not attended a Catholic primary school
4. Catholic children from other parishes (for pastoral reasons)
5. Children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who have attended a Catholic primary school and are residents of a priority parish
6. Children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who have not attended a Catholic primary school and are residents of a priority parish
7. Other Christian children who have attended a Catholic primary school and are residents of a priority parish
8. Other Christian children who have not attended a Catholic primary school and are residents of a priority parish
9. Non-Christian children who have attended a Catholic primary school and are residents of a priority parish
10. Non-Christian children who have not attended a Catholic primary school and are residents of a priority parish.

## Definitions

### **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 Baptism.

### **Catholic school**

A Catholic school operated by MACS is one which operates with the consent of the Archbishop of Melbourne, where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

### **Enrolment catchment area**

The enrolment catchment area is a defined area from which a school enrolls students as officially designated to a school by MACS. For secondary colleges, this is those parishes designated as priority parishes by MACS.

### **Orthodox child**

For the purpose of enrolment in a Catholic school, a child is considered to be Orthodox if they are a member of a non-Catholic Eastern church, including Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox.

### **Parish**

'Parish' refers to the local parish as defined by its geographical boundaries and student location is based on home address.

### **Priority parish**

Priority parishes determine the secondary colleges where a child would be given enrolment priority. Priority parish refers to the student's residential address, **not** the primary school attended by the student. The Loyola College priority parishes are:

*For the purpose of Year 7 Enrolment, the 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

*Loyola also has a long standing association with 2 other parishes known as Associate Parishes. These parishes are:*

- 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 Parish Primary Schools:*

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

*Additional information about selection:*

- Every effort should be made to achieve gender balance in the enrolments
- Children of past students will be given some priority.

## **Parental Responsibilities**

At the time of enrolment at Loyola College, parents/guardians/carers make a commitment to provide ongoing support for their child's Catholic education. In particular, parents/guardians/carers are asked to make an explicit commitment to the following responsibilities:

- Complete the College's enrolment form and ensure it is returned by the due date. This does not guarantee enrolment in the College.

- Attend an interview with the child applying for a place at the College. This interview will be taken into account for entry selection.
- Be prepared to support the College in the Catholic education of their child and involve themselves as much as possible.
- Acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child at Loyola College. Any difficulties in meeting this commitment should be discussed with the Principal.
- Advise the Principal of any court order/s that may exist in relation to their child, or any changes to such order/s, and provide a copy of the court order/s and any subsequent changes for the child's College file.
- Provide the College with an Immunisation History statement.

## Information to Be Collected

Loyola College is required to collect and retain particular information about parents/guardians/carers and their child. Parents/guardians/carers are required to provide particular information about their child during the enrolment procedure in order for MACS to meet its duty of care obligations and to satisfy government requirements. Lodging an enrolment form does not guarantee enrolment at Loyola College.

Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the College, 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 College.

**This policy is to be read in conjunction with the Loyola College's Enrolment Procedures document.**

## 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.

## **2. 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 LCAA 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.

## **3. 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.

## **4. Confirmation of annual Re-enrolment**

Once students are enrolled at Loyola College, they are 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 MACS guidelines.

## **5. 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.

## **6. 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.

## **7. 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 LCAA joining fee will be refunded.