



LOYOLA COLLEGE

ENROLMENT POLICY

Intended audience	Loyola College Community
Author	Consult
Ratified	By College Board ~ Semester 2 2013
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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 GUIDELINES

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 parents 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. Authority to accept enrolments on behalf of the College is vested in the Principal of the College.

POLICY IMPLEMENTATION

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

1. There will be suitable literature available to prospective students and their parents 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 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 the following year. This will be done via the Loyola College Newsletters, local primary schools - Catholic and government, parishes and public press.

An information night will be held for prospective parents and students. There may also be an Open Day.

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 include a \$50 non-refundable administration fee with the balance to be deducted from the following year's school fees.

All applicants will be interviewed prior to an offer of a place being made. Students will be asked to bring their end of Year 5 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 late April, 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.

Parents 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 will be paid with the acceptance. This 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.

Overseas students

The College is registered to take overseas students. Financial arrangements for these students in terms of school fees etc will be in accordance with the College Policy for enrolment of overseas 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 fee amount on cancellation of the place offered and accepted by them.

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. 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.