



## Introduction

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).

As a MACS college:

- 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.

## Purpose

This policy sets out the requirements for enrolment in our school in line with the Enrolment Policy for MACS schools.

## Scope

This policy applies to all families seeking to enrol students at Loyola College.

## Principles

The following principles underpin this policy:

- MACS colleges are established primarily for Catholic children, Loyola College strives to be open and welcome to all Catholic students regardless of their background and does everything reasonable to accommodate each student's individual needs.
- Enrolment of children of other Christian traditions and faiths is open; however, priority will be given to children from non-Catholic Eastern churches.
- Children from other religious traditions, or no religion, are provided with the opportunity to enrol at our school should they choose to apply and there is sufficient capacity within the school.
- Parents/guardians/carers are the first educators of their children. By enrolling a child in our 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 school enrolment policy, it is the responsibility of parents/guardians/carers to support the school in furthering the spiritual and academic life of their child.

## Policy

### Priority enrolment

Local pastoral discretion is an important element of decision-making regarding enrolment at Loyola College. While the 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.

Where established, the local college enrolment committee will formally endorse all enrolment decisions to ensure transparency and equity in decision-making. Where a local school enrolment committee is not established, the principal will endorse all enrolment decisions.

## Order of priority

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

The order of priority for MACS secondary colleges is:

1. Catholic children who are residents of a designated priority parish and have attended a Catholic primary school in one of those parishes
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.

## 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.

## **Overseas Students**

When considering the enrolment of students on visa, principal of Loyola College will consider the application with reference to MACS policy and procedures as well as legislative requirements. The principal or delegate is to determine whether the student is fee-liable or eligible for government funding through outlined processes.

## **Parent/Guardian/Carer responsibilities**

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

- Complete the school's enrolment form and ensure it is returned by the due date. This does not guarantee enrolment in the school, which is confirmed following the signing of the enrolment agreement as formal acceptance of the offer of enrolment.
- Be prepared to support the school in the Catholic education of their child and involve themselves as much as possible as well as committing to adhering to the expected standards of parental/guardian/carers behaviour as outlined in the school's Parent/Guardian/Carer Code of Conduct.
- 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, parenting or custodial arrangement/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 school file.
- Provide the school with an immunization history statement from the Australian Immunisation Register.
- Provide up to date evidence of visa status from the Department of Home Affairs as soon as notified where applicable.

## **Termination of enrolment**

Parents/guardians/carers are, as a condition of enrolment, expected to read, sign, and comply with the [insert College name] Enrolment Agreement, Loyola College Parent/Guardian/Carer Code of Conduct (**Code of Conduct**), and relevant school policies.

Parents/guardians/carers who breach this Code, Agreement, and/or policies will be contacted by the principal. Appropriate action, which may include limiting or reducing access to the school grounds, attending school functions or school-based activities or, setting mandatory parameters around methods and timing of communication, or imposing an Immediate or Ongoing School Community Safety Order is at the discretion of the principal and other authorised persons.

A termination of enrolment on the basis of parental/guardian/carer conduct must be approved by the Director, Learning and Regional Services, and such approval would only be provided in the following circumstances:

- (a) a breach of the Code of Conduct on the part of a parent/guardian/carer has previously occurred
- (b) the parent/guardian/carer has, because of that previous breach, been warned that any subsequent breach of the Code of Conduct by them (or the family) may result in a termination of enrolment
- (c) a further breach of the Code of Conduct by the parent / guardian / carer, or by another family member in appropriate circumstances (including where the principal is satisfied on reasonable grounds that that other family member has been warned or is otherwise aware that a warning has previously been given) occurs.

A termination of enrolment may also occur where any parent/guardian/carer has engaged in conduct on a single occasion which constitutes a serious breach of the Parent / Guardian / Carer Code of Conduct (involving for example, conduct which poses a serious risk to staff or student health and safety.) In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

A decision to withdraw or terminate the enrolment of a student in these circumstances may only be made by the Director, Learning and Regional Services upon consideration of each of the following:

- the view of the principal of the school
- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether any previous warnings have been provided to the parent/guardian/carer.
- the principles of procedural fairness are followed in the decision-making process, including an opportunity for the student and their family/guardians/carers to be heard, all relevant information considered.

Before any final decision to terminate enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

Students are also, as a condition of enrolment, expected to read and comply with Loyola College Student Code of Conduct (**Code of Conduct**).

In cases of serious and/or persistent breaches of the student code of conduct, the Student Behaviour Policy outlines the consequences for student misbehaviour. The Loyola College policies and procedures for the Suspension, Negotiated Transfer, and Expulsion of Students outline the management of suspension and expulsion and appeals processes.

In accordance with applicable legislation and the school's Child Safety and Wellbeing Policy, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Commission for Children and Young People (CCYP), and any other relevant bodies will be informed of any unlawful breaches of the code/s.

## Complaints regarding enrolment

Loyola College is required to maintain a fair, effective and efficient complaints-handling process so that complaints about enrolment and other matters at the school can be addressed.

If a parent/guardian/carer of the student would like to make an appeal on the enrolment process, or termination of enrolment, consider raising the concerns to the principal or relevant person either in writing or by making an appointment. Please ensure the relevant person/s is given a reasonable amount of time to take the steps required to resolve or address the concerns. Please refer to Loyola College's complaints handling policy or guidelines for further information.

If the matter cannot be resolved at the school level, or if the complaint is about the principal of the school, complainants are advised to contact the relevant MACS Regional Office. Alternatively, parents/guardians/carers may lodge a complaint online and read the Complaint Handling Policy for MACS Schools at <https://www.macs.vic.edu.au/Contact-Us/Complaints.aspx>.

## Information to be collected

Our College is required to collect information about parents/guardians/carers and their child. Parents/guardians/carers are required to provide information about their child during the enrolment process in order for MACS and the school to meet the duty of care obligations and to satisfy government requirements. Schools are required to confirm that a student agrees to identify as Aboriginal and/or Torres Strait Islander to be counted in the census.

## Procedures

Please refer to the Enrolment Procedures in MACS schools.

### School-based processes and guidelines

## 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.

## Definitions

#### **Catholic child**

For 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 and have fully participated in a sacramental program or, there is evidence of an intention to complete their sacramental journey.

#### **Enrolment Agreement and Enrolment Form**

The Enrolment Agreement and Enrolment Form is an agreement parents/guardians/carers enter with MACS for enrolment at the particular MACS school. The Enrolment Agreement stipulates the terms and conditions of enrolment and the way in which the school seeks to work in collaboration with families. Schools must have an Enrolment Agreement with parents/guardians/carers which is publicly available and easily accessible to current and prospective parents/guardians/carers.

The enrolment form outlines the information that must be collected by the principal of each school, to enable MACS to satisfy its duty of care obligations and ensure it has the relevant information about each student to determine any need for adjustments.

#### **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. The parish for [College name] is [Parish name]. In parishes with more than one primary school, the catchment for each school is determined by the parish in consultation with MACS. Enrolment is subject to the maximum capacity of the school.



## Melbourne Archdiocese Catholic Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, MACSS and/or MACSEYE (as the context requires).

### Orthodox child

For 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.

## Related policies and documents

### Supporting documents

Consent to Transfer Information Form  
Dependant Full-fee Paying Overseas Students Application Procedure - Schools  
Loyola College Enrolment Agreement – Secondary Schools  
Loyola College Enrolment Form – Secondary Schools  
Enrolment Policy for MACS Schools  
Enrolment Procedures for MACS Schools  
Loyola College Enrolment Processes  
Family Occupation Index – Parent/Guardian/Carer Occupation Groups  
Maximum Age Exemption Application Form- template  
Parents/Guardians/Carers Code of Conduct  
Photography and Recording Permission Form – Schools  
Repeating a Year Level Application Form Standard Collection Notice- template  
Student Acceleration Application Form  
Student Code of Conduct

### Related MACS policies and documents

Concessional Fees Policy  
[insert school] Complaints Handling Policy  
Complaints Handling Policy for MACS Schools  
Guidelines for Schools- Suspension, Negotiated Transfer, and Expulsion  
Privacy Policy  
Recordkeeping Policy for MACS Schools  
[School Community Safety Order Scheme – Internal Review Process](#)  
School Suspension of Students Policy  
School Negotiated Transfer of Students Policy  
School Expulsion of Students Policy  
Student Acceleration and Retention Policy for MACS Schools  
Student Acceleration and Retention Policy – Template for Schools

### Related policies and documents

[Australian Government - Interstate Data Transfer Note for non- government schools](#)

## Legislation and Standards

*Child Wellbeing and Safety Act 2005* (Cth)  
*Disability Discrimination Act 1992* (Cth)  
*Disability Standards for Education 2005* (Cth)  
*Education and Training Reform Act 2006* (Vic.)  
*Education and Training Reform Regulations 2017* (Vic.)  
*Education Services for Overseas Student Act 2000* (Cth)  
*Equal Opportunity Act 2010* (Vic.)  
*Privacy Act 1988* (Cth)

[Victorian Registration and Qualifications Authority \(VRQA\) minimum standards for schools](#)

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