

Conditions of Enrolment 2019

Introduction

Catholic Education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

Enrolment

During the enrolment process parents are required to provide information about his / her / their child both at the application stage and if the school offers the child a place. The lodgment of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, the College may not be able to enroll the child.

To meet school and government requirements parents will need to provide the school with a completed enrolment form including, among other things, the information listed below;

- evidence of your child's date of birth
- religious denomination
- names and addresses of the child and parents / guardians, telephone numbers (home, work, mobile) of parents / guardians
- names of emergency contacts and their details
- specific residence arrangements
- information about the language(s) your child speaks and or hears at home
- nationality and or citizenship including the visa subclass granted upon entry to Australia (period to citizenship being granted) where applicable
- doctor's name and telephone number
- information on additional learning needs (for example, whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum etc.)
- parenting agreements or court orders, including any guardianship orders

After lodgment of this form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that noted on the enrolment form. In addition, it is often useful for parents / guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs the child may have. An interpreter may be organised, if required.

Enrolment Categories

The Emmaus College Board, in line with the Guidelines for enrolment of Catholic Education Melbourne, has established the following enrolment categories, subject to any special exercise of discretion by the Canonical Administrators, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic schools. The order of priority is:

1. Siblings of enrolled Catholic children who are residents of a designated priority parish and have attended a Catholic Primary School in one of the parishes.
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2. Catholic children who are residents of a designated priority parish and have attended a Catholic primary school in one of those parishes.
3. Siblings of enrolled Catholic children who are residents of a designated priority parish but have not attended a Catholic primary school.
4. Catholic children who are residents of a designated priority parish but have not attended a Catholic primary school.
5. Siblings of enrolled Catholic children who are not residents of a designated priority parish.
6. Siblings of other enrolled students of the College.
7. Catholic children from non-priority parishes, where the family has demonstrated pastoral grounds for enrolment at the College.
8. Children from non-Catholic Eastern churches who have attended a Catholic primary school and are residents of a designated priority parish.
9. Children from non-Catholic Eastern churches who have not attended a Catholic primary school and area residents of a designated priority parish.
10. Other Christian children who have attended a Catholic primary school and are residents of a designated priority parish.
11. Other Christian children who have not attended a Catholic primary school and are residents of a designated priority parish.
12. Non-Christian children who attended a Catholic primary school and are residents of a designated priority parish.
13. All other applications for enrolment.

Note: Within each of the above enrolment categories, preference will be given to the sons and daughters of ex-students of Emmaus College, More College and Chavoin College.

*The College accepts enrolments from non-priority parishes based on pastoral grounds.

Notice of Withdrawal

In line with standard practice in most other Catholic secondary schools, parents or guardians are required to give one full term's notice (in writing to the Principal) of cancellation of enrolment or withdrawal of a student from the College. If the required notice is not given, a fee of up to one full term's fees will be charged. **This change of practice is effective from the commencement of the 2020 school year.**

Child Safe Environment

Catholic schools have a moral, legal and mission driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.

Every person involved in Catholic Education including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.

Our school's child safety policies and procedures are readily available and accessible. Further details on the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:

- a. [Catholic Education Commission of Victoria Child Safety page](#)
- b. [Catholic Education Melbourne's Child Safety page](#)

Terms of Enrolment Regarding Acceptable Behaviour

1. **Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth.** The school community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.

2. Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:
 - a. promote the values of honesty, fairness and respect for others
 - b. acknowledge the worth of all members of the community and their right to work and learn in a positive environment
 - c. maintain good order and harmony
 - d. affirm cooperation as well as responsible independence in learning
 - e. foster self-discipline and develop responsibility for one's own behaviour.
3. The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.
4. Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

Terms of enrolment regarding conformity with principles of the Catholic faith

As a provider of Catholic education, the Principal will consider the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our school. However, the school reserves the right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

Terms of enrolment regarding provision of accurate information

1. It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
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.
3. Where, during 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.
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.

Enrolment for children with additional needs

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:

1. 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)

2. 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, individual education programs, behaviour support plans or other educational interventions as may be relevant)
3. 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
4. any limitations on the school's ability to provide the additional assistance requested.
5. The process for enrolling students with additional needs is otherwise the same as for enrolling any student.
6. 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 whether:
 - a. the additional assistance remains necessary and/or appropriate to the child's needs
 - b. the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
 - c. it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

Assessment and updates

Various opportunities are provided to keep parents up to date with their child's progress. They will receive regular comprehensive reports on their child's progress via our continuous reporting program, and there are at least two parent teacher interviews arranged during the year where parents can discuss their child's development with their teacher. In addition, parents can always contact the school to arrange a meeting if they have any concerns or wish to receive an update on progress.

Disclaimer: *Personal information will be held, used and disclosed in accordance with the school's [Standard Collection Notice](#) and [Privacy Policy](#) available on its website.*

Other Relevant Documents

School Fees and Charges (see website)

Parent Agreement Form (see website)

Review

This document was approved in September 2019. It will be reviewed as required but no later than two years from the date of inception.