



Mount Lilydale Mercy College Enrolment Policy

1. RATIONALE

This policy sets out the requirements for enrolment in Mount Lilydale Mercy College (MLMC) in line with the Enrolment Policy for catholic schools in Melbourne.

2. SCOPE

2.1. This policy applies to all families seeking to enrol students at MLMC.

3. PRINCIPLES

3.1. (The following principles underpin this policy:

- MLMC 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 College in furthering the spiritual and academic life of their child.

4. POLICY

4.1. Priority enrolment

Local pastoral discretion is an important element of decision-making regarding enrolment at MLMC. 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.

The principal will endorse all enrolment decisions.

4.2. Order of priority

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

The order of priority for MLMC 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 (at the Principal's discretion)

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

Please note that all offers made to applicants are at the Principal's discretion.

4.3. Overseas students

When considering the enrolment of students on visa, the principal of MLMC will consider the application with reference to MLMC 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.

4.4. 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, pay the enrolment application fee 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/carer 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 MLMC. Any difficulties in meeting this commitment should be discussed with the Business Manager.
- 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 up to date evidence of visa status from the Department of Home Affairs as soon as notified where applicable.

4.5. Termination of enrolment

Parents/guardians/carers are, as a condition of enrolment, expected to read, sign, and comply with the MLMC Family Enrolment Agreement, MLMC 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 after considering:

- 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 the MLMC Student Code of Conduct.

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.

4.6. Complaints regarding enrolment

MLMC 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 MLMC's complaints handling protocol 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 Mercy Education Limited.

4.7. Information to be collected

MLMC 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 the College to meet the duty of care obligations and to satisfy government

requirements. The College is required to confirm that a student agrees to identify as Aboriginal and/or Torres Strait Islander to be counted in the census.

5. 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 Family Enrolment Agreement and Enrolment Application Form is an agreement parents/guardians/carers enter with MLMC for enrolment at the College. The Family Enrolment Agreement stipulates the terms and conditions of enrolment and the way in which the school seeks to work in collaboration with families.

The enrolment application form outlines the information that must be collected by the principal, to enable MLMC 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.

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.

5. RELATED POLICIES/DOCUMENTS

- Complaints Handling Protocol
- MEL Parent Code of Conduct
- MLMC Family Enrolment Agreement
- MLMC Enrolment Application Form

REVIEW HISTORY

Version	Date Released	Next Review	Author	Authorised by:
1.0	August 2023	August 2026	Principal	MLMC Advisory Council