



Enrolment Policy

Rationale

As a Catholic school in the Mercy tradition, Sacred Heart College was established to provide Catholic Education for Catholic students. In doing so, the College assists the Church in fulfilling its role in assisting people to discover and embrace the fullness of life in Christ and embrace the values of Mercy Education values.

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

Catholic School: A Catholic school is one that operated with the consent of the diocesan Bishop and where formation and education are based on the principles of Catholic scripture and tradition.

Enrolment Catchment Area: For the purpose of enrolment, the Enrolment catchment area is the parish or group of parishes which are designated as 'priority parishes', as defined by Melbourne Archdiocese of Catholic Schools (MACS), from which the school draws the majority of enrolments.

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

Priority Parish: The parishes forming a College's designated enrolment catchment area are referred to as Priority Parishes. For Sacred Heart College Kyneton, the Priority Parishes are currently: Kyneton, Trentham, Castlemaine, Woodend, Lancefield, and Gisborne (which includes Riddell's Creek and Macedon).

Inclusiveness

The College is open to and welcoming to all Catholic students, regardless of their background and individual needs.

The College is open to 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 the opportunity to enrol should they choose to apply and there is sufficient capacity within the College.

Partnership between parents/guardians/carers and Sacred Heart College

Parents and guardians, are the first educators of their children. By enrolling a child in Sacred Heart College, parents/guardians/carers are entering into a partnership to 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 parents/guardians/carers' responsibility to support the College in furthering the spiritual and academic life of their children.

Priority Enrolment

Sacred Heart College Kyneton has an agreed order of priority for enrolment offers. This order of priority reflects that published by Melbourne Archdiocesan Catholic schools.

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.

Local pastoral discretion is an important element of decision-making with regard to enrolment at Sacred Heart 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, ensuring transparency and equity.

Parental/Guardian/Carer Responsibilities

At the time of enrolment at Sacred Heart College, parents/guardians/carers make a commitment to provide ongoing support of 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 Application Form and ensure it is returned by the due date. However, completion of this form does not guarantee enrolment in the College.
- 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 Sacred Heart 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
- Provide the College with accurate and up to date information with regards to any changes in the medical, learning and physical needs of the student
- The College welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the student's needs, provided that an understanding has been reached between the College and parents/guardians prior to enrolment.

- It is the College’s understanding that students are enrolled at the College until they complete Year 12. Any proposed withdrawal from the College must be discussed with a Deputy Principal and/or the College Registrar prior to exiting the College and that a minimum of one term’s notice MUST be provided. Failure to provide this notice will generally result in a full term’s fees being charged to the family account.

Termination of Enrolment

Parents/guardians/carers are, as a condition of enrolment expected to comply with the Mercy Education - Sacred Heart College’s Parent Code of Conduct.

Should any parent/guardian/carer:

- Repeatedly breach the Code of Conduct (after the parent/guardian/carer, or the family collectively, has been warned that any further breach may result in a termination of enrolment); or
- Engage in conduct on a single occasion which constitutes a serious breach of the Code of Conduct (involving for example, conduct which poses a serious risk to staff or student health and safety), the circumstances may result in a termination of their child’s enrolment.

A decision to withdraw or terminate the enrolment of a student in these circumstances may only be made by the Principal, upon consideration of all relevant circumstances and in consultation with the Chief Executive Mercy Education Limited.

Before any final decision as to termination of the 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.

Information to be Collected

Sacred Heart 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 Sacred Heart College Kyneton to meet its duty of care obligations and to satisfy government requirements. Lodging an enrolment form does not guarantee enrolment as Sacred Heart College.

Please refer to the College’s Privacy Policy for more information, which can be found on the college website.

Responsibility:	College Registrar & Development Officer
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