



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 operates 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 College catchment area is the parish or group of parishes which are designated as 'priority parishes', as defined by Melbourne Archdiocesan Catholic Schools (MACS), from which the school draws the majority of enrolments.

Parish: refers to the local parish as defined by its geographical boundaries.

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, Gisborne, New Gisborne, Riddell's Creek and Macedon.

POLICY STATEMENT

Sacred Heart College provides a contemporary Catholic education built on the traditions of Mercy values.

- We embrace the inclusiveness of our community, which positively contributes to the full personal and spiritual development of each student, by engaging them in a Catholic education committed to love, respect, justice, hope and service.
- The College will fulfil its mission of being open and welcoming to all Catholic students, regardless of their background and individual needs. Particular assistance will be extended to children who are disadvantaged or considered most at risk.
- The College will also remain committed to student equity and diversity.
- The College will continue to support the special relationship that exists between the Catholic Church and the non-Catholic Eastern churches, based on a belief in the same sacraments and close nexus in understanding about theology and sacraments. While bearing in mind that the College's first priority is to Catholic students, the Principal may exercise some flexibility with respect to enrolment decisions where pastoral discretion is deemed necessary (as per the College's Enrolment Criteria).
- As part of the minimum standards for school registration as required by the Victorian Registration and Qualifications Authority (VRQA) information concerning the enrolment process and the enrolment criteria will be publicly available and easily accessible by current and prospective families via the College website.
- When considering enrolments, Sacred Heart College will take into account the priority parishes for the College as specified by Melbourne Archdiocese Catholic Schools, and collaborate closely with Feeder Primary Schools.

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 Criteria

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 personal records at the College

- 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 Parent Code of Conduct – Promoting Respectful Relationships in a Mercy School Community.

Should any parent/guardian/carer:

- a. 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
- b. 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 at Sacred Heart College.

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

<https://www.shckyneton.catholic.edu.au/our-college/policies-and-forms>

Associated Policies/Procedures:

Enrolment Procedure

Privacy Policy

Fee Policy

RELATED DOCUMENTS

Standard Collection Notice

Version	Comments	Date Released	Next Review	Author	Approved
1	New Policy developed to reflect the College's and Catholic Educations' Enrolment Criteria	2014	Aug 2015	Registrar & Dev Officer	Principal
2	Reviewed and refined	Aug 2015	Aug 2016	Registrar & Dev Officer	Principal
3	Reviewed and refined	Jun 2016	Aug 2017	Registrar & Dev Officer	Principal
4	Reviewed and refined	Jul 2017	Jul 2018	Registrar & Dev Officer	Principal
5	Reviewed and refined	April 2018	April 2019	Registrar & Dev Officer	Principal
6	Reviewed and refined	April 2019	May 2020	Registrar & Dev Officer	Principal
7	Reviewed and refined	May 2020	May 2021	Registrar & Dev Officer	Principal
8	Reviewed and refined	May 2021	May 2022	Registrar & Dev Officer	Principal
9	Separate procedures document developed to support this policy	April 2022	April 2023	Registrar & Dev Officer	Principal
10	Mercy Education reviewed the Operational Instructions for Student Enrolments in Aug 2022, resulting in changes to the College's Enrolment Policy, Enrolment Agreement and Enrolment Application	July 2023	Feb 2024	Registrar & Dev Officer	Principal
11	Reviewed and refined	Mar 2024	Apr 2025	Registrar & Dev Officer	Principal
12	Reviewed and refined Merged Inclusiveness statement with Policy statement Added Policy Statement Added Associated Policies/Procedures Added Related Documents Added Policy website link	April 2025	May 2026	College Registrar	Principal