

Enrolment Policy

Formulated by: Board of Governance

This policy is to be read in conjunction with *CEOM Policy 2.4*.

Mission Statement

The Enrolment Policy should:

"[Lead us to] living out the example of Jesus' love, [where] we aspire to building a community of love and welcome, where faith, caring and learning are intimately connected one with the other on a daily basis."

Intentions

The Enrolment Policy will:

- Guide the College to maintain strict adherence to the purpose of the provision of Catholic Education
- Make explicit the understanding that parents, as the first educators of their children, enter into a partnership with Ave Maria College when their daughter is enrolled into the College
- The Principal has the right to exercise discretionary judgement for pastoral or other reasons.

Consequences

The College will offer placements where available, in the following priority, to baptised Catholic students who are:

1. Sisters of students currently enrolled in the school, or sisters of former students to attending a Catholic Primary School.
2. Daughters of past students, provided the applicant attends a priority Parish Catholic Primary School.
3. Residents of one of the following equally ranked priority parishes and attending a Catholic Primary School in one of those parishes as listed below.

Parish	Catholic Primary School
Airport West	St Christopher's Primary School St Augustine's Primary School, Keilor
Avondale Heights	St Martin de Porres Primary School
Essendon	St Therese's Primary School Resurrection House
Essendon West	Our Lady of the Nativity
Gladstone Park	School of the Good Shepherd St Carlo Borromeo, Greenvale
Keilor Downs – Kealba	St Paul's Primary School, Kealba St Mary MacKillop, Keilor Downs
Keilor East	St Peter's Primary School
Moonee Ponds	St Monica's Primary School
Niddrie	St John Bosco's Primary School
Oak Park	St Francis de Sales Primary School
Strathmore	St Vincent de Paul's Primary School

4. Daughters of past students attending any other Catholic Primary School.
5. Residents of a priority parish and attending any other Catholic Primary School.

6. Residents of another parish and attending a Catholic Primary School in one of the priority parishes listed above.
7. Residents of another parish and attending a Catholic Primary School.
8. Residents of one of the priority parishes listed above and not attending a Catholic Primary School.
9. Residents of another parish and not attending a Catholic Primary School.

The College will also consider placements to other students who are:

1. From non-Catholic Eastern churches, are attending a Catholic Primary School and are residents of a priority parish.
2. From non-Catholic Eastern churches, are not attending a Catholic Primary School and are residents of a priority parish.
3. From other Christian denominations, are attending a Catholic Primary School and are residents of a priority parish.
4. From other Christian denominations, are not attending a Catholic Primary School and are not residents of a priority parish
5. Non-Christian, attending a Catholic Primary School and resident in a priority parish.
6. Non-Christian, not attending a Catholic Primary School and not resident in a priority parish

Applications for the Year 7 intake close in the final week of term 3 in the year that the prospective student is in Year 5. Applications received after this date will be placed on a Waiting List. Offers will be made to prospective students in the first week of term 4.

Applications for places in Years 8 – 12 may be made at any time. All applicants will be placed on a Waiting List. Priority will be given to Catholic girls who meet the criteria for Enrolment who are moving from another Catholic College due to a change in residence. Catholic girls currently attending another Catholic College within the area may be enrolled after consultation with that College's Principal. The parents and student will be required to attend a pre-enrolment interview and provide documentary evidence to support their application along with recent reports.

The College will conduct the enrolment application process according to the *Enrolment Application Procedures* of the College.

This policy will come into immediate effect for the 2018 Year 7 cohort.

Ratified: Board of Governance

Date: 1999, reviewed 2003, 2007, 2009, August 2014, May 2016