

Ave Maria College Enrolment Policy – Secondary



Ave Maria College is a college which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Ave Maria College is a MACS school in which:

- prayer and liturgy are vital aspects of religious life in the college
- the pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church
- the teachings and values of the Catholic Church are paramount.

Principles

Inclusiveness

MACS schools are established primarily for Catholic children. Ave Maria College strives to be open and welcoming to all Catholic students, regardless of their background, and does everything reasonable to accommodate each student's individual needs.

Ave Maria College is open to the 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 an opportunity to enrol should they choose to apply and there is sufficient capacity within the college.

Partnership between parents/guardians/carers and Ave Maria College

Parents/guardians/carers are the first educators of their children. By enrolling a child in Ave Maria 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 college enrolment policy, it is the parent/guardian/carers' responsibility to support the college in furthering the spiritual and academic life of their child.

Exercise of pastoral discretion in enrolment decisions

Local pastoral discretion is an important element of decision-making with regard to enrolment at Ave Maria 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. The local college enrolment committee will formally endorse all enrolment decisions to ensure transparency and equity in decision-making.

Priority enrolment

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

The order of priority 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 (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.

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 operated by MACS is one which operates with the consent of the Archbishop of Melbourne, where formation and education are based on the principles of Catholic doctrine.

Enrolment catchment area

The enrolment catchment area is a defined area from which a school enrolls students as officially designated to a school by MACS. For secondary colleges, this is those parishes designated as priority parishes by MACS.

Orthodox child

For the purpose of 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.

Priority parish

Priority parishes determine the secondary colleges where a child would be given enrolment priority. Priority parish refers to the student's residential address, **not** the primary school attended by the student. The Ave Maria College priority parishes are:

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

Parental/Guardian/Carer Responsibilities

At the time of enrolment at Ave Maria College, parents/guardians/carers make a commitment to provide ongoing support for 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 form and ensure it is returned by the due date. This 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 Ave Maria 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.

Termination of enrolment

Parents/guardians/carers are, as a condition of enrolment, expected to read and comply with the Ave Maria College Parent/Guardian/Carer Code of Conduct (Code of Conduct).

Should any parent/guardian/carers: (a) repeatedly breach the Code of Conduct (after the parent/guardian/carers, 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 Director, Learning and Regional Services upon consideration of each of the following:

- the view of the principal of the college
- an objective assessment of all presenting circumstances.

Before any final decision as to termination of 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

Ave Maria 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 MACS to meet its duty of care obligations and to satisfy government requirements. Lodging an enrolment form does not guarantee enrolment at Ave Maria College.