



EXCELLENCE  
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Enrolment Policy

I AM MERCY

# Enrolment Policy

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## Rationale

In the spirit of Catherine McAuley and the Mercy tradition, Mercy College provides a Catholic education for Catholic children and endeavours to make Catholic education accessible to all those who desire it. It is acknowledged that places may not always be available for all applicants and that a selection process may be needed.

## Aims

- To ensure that the Catholic ethos of the College is maintained
- To encourage the enrolment of students whose families are genuinely seeking Catholic education rather than simply an accessible private education
- To ensure that, when there is competition for places at Mercy College, priorities are assigned appropriately
- To evaluate the suitability of Mercy College for particular applicants according to the ethos of the College
- To maintain harmonious relationships with neighbouring Catholic and Government schools

## Policy statement

Mercy College is welcoming to all Catholic students regardless of their background and needs. The College works towards the highest possible level of Catholic enrolment and also welcomes children of other Christian traditions and other faiths who seek what Catholic education has to offer.

Mercy College was originally established by six feeder parishes. These parishes made a significant financial commitment to the College and should be given priority in enrolment. It is our expectation that girls from these parishes attend Mercy College. The Archdiocese of Melbourne designates fourteen priority parishes for Mercy College.

Mercy College liaises with all Catholic primary schools in the priority parishes to ensure that parents are aware of the Mercy College Enrolment Policy.

Following applications for enrolment at Year 7 level, the Principal of Mercy College exchanges lists of applicants with the principals of neighbouring Catholic schools. Where students appear on more than one list, the parents are contacted to clarify their preferences.

Students are given preference for places at Mercy College as follows:

- i. Siblings of current or former students
- ii. Catholic children who are residents of a designated feeder parish and have attended a Catholic primary school in one of those parishes
- iii. Catholic children who are residents of a designated priority parish which is not a feeder parish and have attended a Catholic primary school in one of those parishes

- iv. Catholic children who are residents of a designated priority parish and have not attended a Catholic school
- v. Catholic children from other parishes (for pastoral reasons)
- vi. Children from non-Catholic Eastern churches who have attended a Catholic primary school and are residents of a priority parish
- vii. Children from non-Catholic Eastern churches who have not attended a Catholic primary school and are residents of a priority parish
- viii. Other Christian children who have attended a Catholic primary school and are residents of a priority parish
- ix. Other Christian children who have not attended a Catholic primary school and are residents of a priority parish
- x. Non-Christian children who have attended a Catholic primary school and are residents of a priority parish
- xi. Non-Christian children who have not attended a Catholic primary school and are residents of a priority parish
- xii. Children who are not residents of a priority parish in the relative order of v to x above

These guidelines notwithstanding, each case will be considered on its own merits and enrolments accepted in cases where the Principal and the Canonical Administrators of Mercy College consider this appropriate.

The number of places offered will be determined by the available accommodation and resources, and class sizes as determined by industrial and local agreements. Local agreements take into account the particular needs of the girls of this area.

An enrolment may be refused if, after making appropriate enquiries, the College considers that acceptance may significantly prejudice the education of other students. The pastoral care of the applicant will also be considered.

The ability of parents to pay school fees is not a criterion for acceptance of enrolment of a student at Mercy College. The College extends assistance to children who are from disadvantaged backgrounds or considered most at risk.

The academic ability of a prospective student is not a criterion for acceptance of enrolment of a student at Mercy College. Students with disabilities and impairments will be enrolled along with other students.

Students not admitted will be placed on a waiting list for up to one academic year and notified in order of preference when an appropriate vacancy occurs.

All applicants and their families will be interviewed prior to acceptance of enrolment. Enrolments at Years 8 – 12 will only be accepted following contact with the student's current school and submission of recent reports.

Parents and guardians must advise Mercy College of any court orders that may exist in regard to the child and provide a copy of the court order and any subsequent changes for the child's file.

Parents are expected to recognize and be prepared to meet their financial responsibilities for the ongoing enrolment of their child.

On enrolment, parents and students contract to support the College and involve themselves as much as possible in the Catholic education of their children.

### **Associated documentation**

CEOM Policy 2.4: Enrolment Policy for Schools in the Archdiocese of Melbourne

CEOM List of Priority Parishes for Mercy College Coburg

<b>Status of Document</b>	
<b>Annual Review</b>	
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