

Enrolment Policy

Values

The values, which inform this policy, are:

- Witness to Gospel values
- Respect for the dignity of each person
- Promotion of secondary education as part of life-long learning
- Empowering students to take responsibility for these values and their learning

Assumptions About The Enrolment Policy

An education institution such as Penola Catholic College will offer a worthwhile education to students with diverse needs.

The College as a Catholic school promotes a particular ethos and primarily caters for Catholic students.

Policy

Given the assumptions about the nature of the College, it is the policy of this College that:

1. Access to the College is available to students whose parents desire an education for their daughters and sons, which is in accord with the Vision and Mission Statement of Penola Catholic College.
2. On accepting the enrolment of a student, the College will endeavour to ascertain that the particular needs of that student can be met within the curriculum and pastoral care program offered by Penola Catholic College.
3. When demand for places at the College exceeds the number of places available, priority for considering enrolment applications shall be given in order of the following categories:

Category 1

Catholic children, residents of a priority parish, attending a Catholic parish school.

Category 2

Catholic children, residents of a priority parish, not attending a Catholic parish school.

Category 3

Catholic children, residents of other (non-priority) parishes, with the exception of the Parish of Craigieburn (see below).

Category 4

Sisters and brothers of current or former students.

Category 5

Children of past students of this College or its predecessor Colleges.

Category 6

Eastern Orthodox children, residents of a priority parish, attending a Catholic parish school.

Category 7

Other Christian children, residents of a priority parish, attending a Catholic parish school.

Category 8

Non-Christian children, residents of a priority parish, attending a Catholic parish school.

Category 9

Eastern Orthodox children, residents of a priority parish, not attending a Catholic parish school.

Category 10

Other Christian children, residents of a priority parish, not attending a Catholic parish school.

Category 11

Non-Christian children, residents of a priority parish, not attending a Catholic parish school.

Category 12

Other non-Catholic children, residents of a non-priority parish, who seek enrolment.

The selection criteria will take note of the CECV policy current at the time of enrolments for year 7.

Priority Parishes

The following are Priority parishes for the purpose of Year 7 enrolment from April 2009.

- St Dominic's Parish, Broadmeadows
- Corpus Christi Parish, Glenroy
- St. Thomas More's Parish, Hadfield
- St Francis De Sales Parish, Oak Park
- Holy Child Parish, Dallas
- St Matthew's Parish, North Fawkner
- Good Shepherd Parish, Gladstone Park
- St. Therese's, Essendon
- St. Monica's, Moonee Ponds
- Our Lady of the Nativity, Aberfeldie
- St. Vincent's, Strathmore
- St. Fidelis', Moreland
- St. Oliver Plunkett's, Pascoe Vale

The Catholic primary schools within these priority parishes are:

- St. Dominic's Primary School
- Corpus Christi Primary School
- St. Thomas More's Primary School
- St. Francis de Sales Primary School
- Holy Child Primary School
- St. Matthew's Primary School
- School of the Good Shepherd
- St. Carlo Borromeo Primary School
- St. Monica's Primary School
- Our Lady of the Nativity Primary School
- St. Therese's Primary School
- St. Vincent's Primary School
- St. Fidelis' Primary School
- St. Oliver Plunkett's Primary School

Families from Our Lady's Parish, Craigieburn, which includes Roxburgh Park, who currently have or have previously had children at Penola Catholic College, are eligible to apply for enrolment. Other Catholic families residing in Craigieburn or Roxburgh Park are only eligible to apply with the endorsement of the Parish Priest.

4. The enrolment of non-Catholic students will be in accordance with the Archdiocesan guidelines as determined from time to time and will be such as not to interfere in the religious life and practice of the College.
5. Once students are enrolled at Penola Catholic College, they would be eligible to re-enrol each year. If there is an extraordinary reason why a student should not be re-enrolled, the issues will be dealt with as soon as possible taking account of the educational and pastoral care policies of the College and any Archdiocesan guidelines.
6. The College will work co-operatively with other secondary schools to ensure that parents have access to Catholic secondary education for their daughters and sons.
7. The College, which has a commitment to support Catholic students from the member Parishes, will liaise with primary schools within the region to ensure that students, irrespective of financial considerations, have access to Catholic secondary education where the parents desire such education. However, in considering the enrolment of students, the family's fidelity to meeting financial commitments in regards to fees with either the College or partnership schools will be taken into consideration.
8. The College will continue to promote the benefits of co-education for girls and boys in order to maintain gender balance in the enrolments.
9. Authority to accept enrolments on behalf of the College is vested in the Principal of the College.

Consequences

The implementation of this Enrolment Policy for Penola Catholic College will mean that:

1. There will be suitable literature available to prospective students and their parents, which details the nature of the College, the expectations on pupils and the enrolment procedure.
2. There will be a transition program in conjunction with the Catholic primary schools to facilitate parental choice regarding secondary education.

3. The College will regularly assess its programs to ensure they are appropriate for those students seeking enrolment at the College.

Procedures

Advertising for Enrolments

The College will invite applications for enrolment for the following year. This will be done via Penola Catholic College Newsletters, local primary schools - Catholic and government, parishes and public press. Principal Tours are held at each campus throughout each year.

The closing date for applications will be advertised. This date will be the enrolment date determined by the Catholic Education Office.

Processing of Enrolment Applications

Year 7 students are required to attend an interview after they have been accepted. Students in levels 8-12 will be interviewed prior to an offer of a place being made. The Principal of the College, whilst having the authority to accept enrolments, may delegate some of this interviewing to senior members of staff.

By mid May, applicants will be notified of the outcome of their application.

Further applications will be accepted while places are available. If there is not an immediate vacancy, parents will be invited to place their daughter's/son's name on a waiting list.

If an applicant is already enrolled in a Catholic Secondary College, that student shall not be accepted prior to discussion with the Principal of the student's current school.

Confirmation of Enrolment

Parents will be asked to confirm in writing by a given date, the acceptance of the place offered to their daughter/son. If that acceptance is not received by the due date, the College is not obliged to hold a place for that student.

Policy Reviewed February 2015

Approved by Board February 2015

Renewal February 2018

