

St Monica's College, Epping Enrolment Policy



St Monica's College, Epping is a Catholic secondary school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

St Monica's College, Epping 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. St Monica's College, Epping 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.

St Monica's College, Epping 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 St Monica's College, Epping

Parents/guardians/carers are the first educators of their children. By enrolling a child in St Monica's College, Epping, 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's 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 St Monica's College, Epping. 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 our designated priority parishes and have attended a Catholic primary school in one of those parishes
2. Siblings of children already enrolled in the College
3. Children of alumni
4. Catholic children who are residents of designated priority parishes and have not attended a Catholic primary school
5. Catholic children from other parishes (for pastoral reasons)
6. 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 priority parishes
7. 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 priority parishes
8. Other Christian children who have attended a Catholic primary school and are residents of priority parishes
9. Other Christian children who have not attended a Catholic primary school and are residents of priority parishes
10. Non-Christian children who have attended a Catholic primary school and are residents of priority parishes
11. Non-Christian children who have not attended a Catholic primary school and are residents of priority parishes.

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.

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, and where the teachers are outstanding in true doctrine and uprightness of life.

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 parishes

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 St Monica's College, Epping priority parishes of St Peter's Epping/St Mary of the Cross North Epping, St Luke's Lalor, St Clare's Thomastown West, Holy Name East Preston, St Francis of Assisi Mill Park, St Spehen's East Reservoir/St Gabriel's Reservoir and St Joseph the Worker North Reservoir.

Parental Responsibilities

At the time of enrolment at St Monica's College, Epping 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 St Monica's College, Epping. Any difficulties in meeting this commitment should be discussed with the College
- advise the College 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.

Information to Be Collected

St Monica's College, Epping 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 St Monica's College, Epping.

Policy ratified by School Leadership Group and supported by the School Advisory Council: July 2021

Person responsible: Principal

Next review date: July 2023