



## ENROLMENT POLICY

- Marist College Bendigo (The College) is a coeducational Catholic school conducted by Marist Schools Australia. It exists to make Jesus Christ known and loved. It puts itself at the service of its families and the Diocese of Sandhurst to provide a means of excellence in education and effectiveness in evangelization.
- The College welcomes applications from prospective students whose families are supportive of the Vision and Mission of the College. It is an expectation that prospective students and parents will show a willingness to embrace the values of the Catholic Church. The College will consider applications from any student whose spiritual, educational and vocational aspirations the College's existing programmes are reasonably able to meet.
- Enrolments are managed by the Principal, who is required to follow the guidelines of this Policy.

### 1. Enrolment Procedures

- 1.1 Enrolment applications are considered at any time for year levels other than Years 7, 5 and Foundation. Enrolments for these levels open at the beginning of June and close at the end of July in the year prior to commencing. Specific dates are published at the commencement of each year. For Year 5 and Year 7 enrolment packages are distributed on Transition Day. There are three steps for parents to follow for securing a place at Marist College Bendigo:
  - a. Submitting an Application for Enrolment form.  
Forms are available by contacting the College Registrar by email ([principal@marist.vic.edu.au](mailto:principal@marist.vic.edu.au)), or by telephone (03) 5400 1252.
  - b. Attending an interview with the Principal of the College, and/or another member of staff nominated by the Principal. During this interview the both the College and the family can discuss their hopes and expectations, and come to a better knowledge of each other.
  - c. Returning the Acceptance of Enrolment form if an offer of enrolment is made by the Principal. This acceptance needs to be received by the due date which will be indicated on the form, and accompanied by payment of a Confirmation Fee. This is not refundable but is deducted from the next term's fees. The offer of enrolment clearly states the expectations of the College that the family will embrace the vision and mission of the College.
- 1.2 Enquiries and visits are always welcome and can be arranged through the College Registrar. The College conducts a series of Learning Walks and Explore Marist evenings for prospective families. The dates of these are advertised early in the year and generally occur during April or May.

### 2. Considerations and Guidelines

- 2.1 A decision to accept a student for enrolment is a matter for the Principal. In making a determination to offer an enrolment the Principal shall:
  - a. gather relevant information;
  - b. seek appropriate collegial advice; and
  - b. act consistently with the guidelines below.

2.2 The relevant information may include:

- a. a recent school report, and/or test results which indicate current levels of literacy and numeracy and the student's readiness to enter Marist College Bendigo at the year level for which application has been made;
- b. a reference from a parish priest or someone who is able to comment on the applicant's general character and maturity, religious practice, and/or other matters that would be relevant to consideration of the application;
- c. evidence to show that the student and the family would be supportive of the vision and mission of the College and its expectations of students and parents.

2.3 Appropriate collegial advice may include:

- a. advice from the specialist teaching staff of the College that the student can be accommodated in the College's current academic program;
- b. advice from the College Registrar that there is room to accept the student;
- c. advice from the student's current Principal or other staff regarding the applicant's suitability for Marist College Bendigo;
- d. other advice from educational, religious, medical or psychological professionals relevant to the application.

2.4 In considering applications, the Principal shall follow these guidelines:

- a. On the basis of the information and advice at hand, the Principal will determine if the applicant is ready to enrol in the College's program at the year level for which application has been made, and that the applicant and the applicant's family understand and support the vision and mission of the College.
- b. First consideration will then be given to students baptised into the Catholic Church attending Catholic schools, and/or actively involved in the life of the Catholic Church. Secondly to students who may not be attending Catholic schools but are baptised into the Catholic Church. Third consideration will be given to Orthodox and Anglican students attending Catholic schools and/or actively involved in their respective Churches. Fourth consideration will be given to other students enrolled in a Catholic school. Fifth consideration will be given to students baptised in a Christian Religion not attending a Catholic school. Final consideration will be given to students with no Christian affiliation and not attending a Catholic school.
- c. Other considerations being equal, applicants who have members of their immediate families as present students of the College, or members of staff, or in active affiliation with the Marist Community will be considered ahead of those who have had no prior association with the College.
- d. A student who has previously concluded his or her enrolment at the College because of dissatisfaction on the part of the student, parents or the College, would not normally be considered for re-enrolment.
- e. Once enrolled at Marist College Bendigo all students are treated equally regardless of any point of diversity such as religious affiliation, cultural background, socio-economic circumstances or any circumstance which may provide a student with a feeling of disadvantage or inequality.
- f. Disability Discrimination Act 1992 (Cwlth). Under the federal legislation, discrimination based on disability is unlawful. It applies to school authorities and their employees. The definition of disability is broad and includes physical, intellectual, psychiatric, sensory, neurological or learning disability, physical disfigurement, and the presence in the body of a disease-causing organism. Relevant for enrolments, it is unlawful for an educational authority to discriminate against a person on the ground of the person's disability, or a disability of any of the other person's associates, by refusing or failing to accept the person's application for admission as a student; or in the terms and conditions on which it is prepared to admit the person as a student. However, it is not unlawful to refuse or fail to accept a person's application for admission as a student in an educational institution where the person, if admitted as a student by the educational authority, would require services or facilities that are not required by students who do not have a disability and the provision of which would impose unjustifiable hardship on the education authority.