

## ENROLMENT PROTOCOLS & PROCEDURES

Mater Christi is a Catholic school for girls operating within the spirit and philosophy of the Sisters of the Good Samaritan. The College endeavours to provide a Catholic education accessible to all those who desire it.

The enrolment process at Mater Christi College operates within the policy framework and key enrolment dates of the Catholic Education Office of Melbourne. (CEOM Policy 2.4)

### Procedures

- Applications for enrolment in Year 7 close in February of Year 6. Applications for other levels may be made at any time.
- A non-refundable application fee is payable. Completed applications must include all necessary attachments.
- After the close of enrolment for Year 7, the College exchanges lists of Applicants and Offers with the Principals of neighbouring Catholic schools. While acknowledging the role of priority parishes<sup>1</sup>, where students appear on more than one list, parents are contacted to clarify their preferences.
- The number of places offered will be determined by the Principal with consideration of available resources and class sizes as determined by industrial and local agreements.
- 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 offering a place. Enrolments at years 8 – 12 will only be accepted following contact with the student's current school and submission of recent reports.

In processing applications for entry to the College, the priority for entry will be:

1. Sisters of students currently enrolled in the College, or of former students of the College.
2. Daughters of past students of the College.
3. Students whose parents are current members of the College staff.
4. Catholic students attending a Catholic parish primary school.
5. Catholic students attending a government or other non-government school.
6. Non-Catholic students attending a Catholic parish primary school.
7. Non-Catholic students attending a government or other non-government school.

The offer of enrolment is at the discretion of the Principal who will consider each case on its merits in light of enrolment priorities and the College Mission Statement, and taking into account any special circumstances.

<sup>1</sup> In 2008, Priority Parishes include: Bayswater, Belgrave, Boronia, Endeavour Hills, Ferntree Gully, Rowville, Scoresby.