



**A COMPLETE EDUCATION**  
A PREP TO YEAR 12 CATHOLIC CO-EDUCATIONAL COLLEGE



## Policies and Practices

<b>Policy:</b>	<b>College Enrolment Policy</b>
<b>Implemented by:</b>	<b>The Principal/ Business Manager</b>
<b>Circulation List:</b>	<b>All Staff</b>

### BACKGROUND

Marymede Catholic College is a vibrant, exciting place of learning.

Situated on a large, single campus, our Prep-12 College provides outstanding teaching, learning and facilities. Within the Archdiocese of Melbourne, the College serves the parishes of Mill Park-South Morang and Whittlesea-Mernda.

Marymede students learn in an environment that is challenging, enriching and supportive. Throughout their Prep-12 journey, our students develop the skills, knowledge and values needed to shape their future and make a meaningful, compassionate contribution to society.

Everything we do is guided by our Catholic faith and our mission to provide our students with a rich, balanced and comprehensive education. We value and foster the concept of service to others in the development of the individual self. We empower all individuals to live in the way of Mary, with compassion, courage, humility, ingenuity, commitment, fidelity and strength. Our College community is cohesive and welcoming. We are grateful for the opportunities to celebrate and worship together. These occasions enrich the lives of our students and are formative in the development of the character and respect they show for the wider community.

Everyone within our College community is expected to work towards developing those human skills and attitudes that enhance the wholesome development of the total person. Parents wishing their children to attend Marymede Catholic College need to be aware of the fact that an active participation in the Religious Education Program, Camp/Retreat Programs and the College's Co-curricular Program are non-negotiable elements for enrolment.

### PROCESS

#### Enrolment Process:

Our College holds two major enrolment intakes for Prep and Year 7. The College does accept students in Years 1-6 and Years 8-12 should places be available and subject to an enrolment interview. There is no entrance examination but all College families are expected to support the Catholic ethos and College policies in regards to rules, discipline, grooming and uniform.



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**MARYMEDE**  
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— *In the way of Mary* —

Entry into Marymede Catholic College is never automatic, even for siblings. As well as attending an interview, enrolment is dependent on the College being satisfied that a prospective student and his/her parent(s)/guardian(s) understand the requirements of enrolment at Marymede Catholic College and indicates to the satisfaction of the College that they are prepared to work co-operatively and actively with the College.

Enrolment takes place when a letter of offer has been issued by the College and the terms of that offer confirmed by parents in writing.

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 1-6 and 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 Marymede Catholic 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 recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of their child.

### **Priorities:**

#### **Primary Students:**

Marymede Catholic College gives priority in the following order:

- Students that have a sibling currently attending Marymede Catholic College in the Primary years (Prep - 6) only.
- Catholic students residing within the Primary catchment area, that is; north of McDonalds Road, east of the Arterial Road, south of Hunters Lane and west of the Plenty river, south of McArthurs and Wilton Vale Road.
- Orthodox students residing within the Primary catchment area, that is; north of McDonalds Road, east of the Arterial Road, south of Hunters Lane and west of the Plenty River and south of McArthurs and Wilton Vale Road.
- Non Catholic students (if places are available). The enrolment policy does not allow for the movement of Primary aged students to Marymede Catholic College due to older siblings commencing Secondary education at the College.



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### Secondary Students:

Marymede Catholic College gives priority in the following order:

- Students that have a sibling currently attending Marymede Catholic College.
- Catholic students from Saint Mary's Primary School in Whittlesea, Saint Joseph's Primary School in Mernda, Saint Peter's Primary School in Epping and Saint Francis of Assisi Primary School in Mill Park.
- Catholic students residing in the Secondary catchment area, that is; north of Childs Road / Blossom Park Drive, east of the Arterial Road, and west of the Plenty River.
- Orthodox students residing in the Secondary catchment area, that is; north of Childs Road / Blossom Park Drive, east of the Arterial Road, and west of the Plenty River (if places are available).
- Other Catholic students by negotiation with their local authority (if places are available).
- Non Catholic students (if places are available).

Secondary students are accepted on the understanding that they will complete the remainder of their Secondary education at the College.

### Years 7-10:

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 children in this area.

### Late Applications

The College is not in the practice of accepting applications for Prep and Year 7 that are outside each intake period; this will be at the Principal's discretion.

## OTHER INFORMATION

### Associated Documentation:

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

CEOM 2.5: Strategic Plan for the Epping-Plenty Region

MmCC Policy: School Fee Policy