

Maronite College of the Holy Family

Enrolment Policy



Maronite College of the Holy Family policies have a commitment to Maronite Catholic ethos and values, and should be read in conjunction with other policies and procedures and with relevant legislation.

POLICY REVIEW

The policy will be reviewed not less frequently than once every three years.

POLICY DATES			
<i>Implemented</i>	August 2013	<i>Reviewed</i>	3/3/2020
<i>Next Review Due</i>	November 2022		
POLICY AUTHORISATION			
Sr Irene Boughosn PRINCIPAL			
POLICY DETAILS			
Policy Number: 0023 Policy Version: 0002			

RATIONALE

The Enrolment Policy for Maronite College of the Holy Family is set within the context of the Maronite Church's mission to evangelise, and is founded upon the Vision and Mission of the College. As an inclusive and evangelising community, we welcome families from other faith traditions where this is possible. Those from other faith traditions or non-religious backgrounds must be prepared to support the ethos, values and liturgical and sacramental practices of the Maronite Catholic Church.

On enrolment, all parents and students commit to supporting the Maronite Catholic ethos of the College, participating in the Religious Education program and in the liturgical life of the College.

The College will endeavour to respond to the needs of all students, within the constraints of the available teaching and material resources. We recognise the right of all students to access educational opportunities that nurture the Maronite Catholic faith. We recognise the need to cater for the disadvantaged, and challenge all students to reach their full potential.

ENROLMENT CRITERIA

Enrolments are made in accordance with the following criteria in order of priority:

Siblings of children already attending the College whose families have demonstrated ongoing support for the ethos and values of the Maronite Catholic Church.

Baptised Maronite Catholic children of regularly worshipping Maronite Catholic families with strong demonstrable links to the local Maronite Catholic parish.

Children of Maronite Catholic families not covered above.

Children of regularly worshipping Orthodox families who have strong demonstrable links to their faith community and/or who are prepared to support the ethos and values of the Maronite Catholic Church.

Children of regularly worshipping families from other Christian denominations who have strong demonstrable links to their faith community and/or who are prepared to support the ethos and values of the Maronite Catholic Church.

Children of families from other faith traditions or nonreligious backgrounds who are prepared to support the ethos and values of the Maronite Catholic Church.

In exceptional circumstances when considering an individual enrolment application, the Principal, may make an exception to the priority criteria.

ENROLEMENT PERIOD

Students seeking to enrol at Maronite College of the Holy Family must lodge their application forms between the 1st March the 1st December each school year.

DOCUMENTATION

Parents wishing to enrol students must complete the College Enrolment Form. The following documents must be attached: Birth, Baptismal/Confirmation Certificates, Immunisation History Statement, passports or visas if relevant.

Copies of their most recent reports from their current school and their Naplan results must also be provided. Once the child is accepted after meeting with the Principal, an enrolment fee of \$100 is payable.

IMMUNISATION

Parents can request an Immunisation History Statement by contacting the [Australian Childhood Immunisation Register](#) on 1800 653 809.

The College will record the immunisation status of students on enrolment. The College will keep the statement (or photocopy of the original statement) for three years after the student has left the College. If a student leaves the College parents are responsible for providing the new school with the Immunisation History Statement (or a copy).

A child without an Immunisation History Statement will not be prevented from enrolling in primary school. Under the NSW Public Health Act 2010, however, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

Further information about the requirements for primary schools is available [here](#).
<http://www.schools.nsw.edu.au/gotoschool/a-z/immunisation.php>

PRIMARY PROCEDURE

Once a student has been enrolled into Kindergarten they must attend Orientation. During this session parents participate in an individual interview while teachers conduct to a simple assessment with their child to determine social, literacy and numeracy development.

Students also attend an in class orientation session where they participate in class activities with a group of students. This is aimed at assisting students with their transition to Kindergarten.

Attendance at both the interview and class orientation session is compulsory. Observations are used to determine the student's ability to adjust to school life and to provide teachers with an insight into individualised adjustments which may be required to assist students with special needs.

Enrolments from Kinder to Year 6 are also accepted throughout the school year based on availability of positions.

SECONDARY PROCEDURE

Continuity of schooling is encouraged and as such the majority of the Secondary students have been at the College since Kindergarten.

Year 6 is asked to indicate enrolment options for the following year; the parameters for the number of students to be accepted into Year 7 are between 85 and 110. Those students deemed to be 'at-risk' in terms of behaviour and attitude are counselled during Year 6 with the College reserving the right to withhold Secondary enrolment offers. In term 2, all Year 6 students receiving an enrolment offer undergo an enrolment interview with their parents conducted by a member of a staff, where a contract is signed.

Based on the expressed options from current Year 6 students, the College then determines the number of places available for outside enrolments for the following year. These outside applications are processed with emphasis being placed on Naplan results as well as reports and recommendations from other schools. Upon receiving an enrolment offer the student undergoes an enrolment interview with this/her parents conducted by the Principal and Secondary Leadership Team.

Applications for enrolment other than for Year 7 are determined by factors including the availability of placements, academic ability, NAPLAN results and references concerning behaviour.

REFUND OF SCHOOL FEES

School fees which have been paid upfront will be refunded should the College be unable to deliver classes resulting from a critical incident.