

Enrolment Policy

April 2023



Purpose and Context

Our Lady of Mercy College is a Catholic girls college governed by Mercy Education Limited (MEL), who are committed to providing secondary education in Australia within a distinctly Catholic context.

This Enrolment Policy reflects their commitment and also is consistent with the CEM Enrolment Policy 2.4 (2019), *Enrolment for Catholic Schools in the Archdiocese of Melbourne*, Melbourne Archdiocese Enrolment Policy 2021 and MEL Operational Instructions Enrolment 2.01. It is intended to ensure a fair and transparent approach to enrolment at the College.

Enrolment decisions are made by the Principal in line with this policy, however the College reserves the right to exercise discretion to respond to the pastoral needs of individual families.

Definitions

Catholic applicant:

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.

Orthodox child:

Orthodox refers to non-Catholic Eastern churches which includes Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox.

Enrolment catchment area:

The enrolment catchment area is a defined area from which a school enrolls students as officially designated to a school by the CECV/MACS Board.

Designated priority parishes: As mandated for OLMC in the CEM Enrolment Policy 2.4 (2019), *Enrolment for Catholic Schools in the Archdiocese of Melbourne*.

Parish 'Parish':

Refers to the local parish as defined by its geographical boundaries and student location is based on home address.

Policy Statement

A non-refundable application fee is payable and, where appropriate, the application must be accompanied by a copy of the applicant's Catholic Baptismal certificate.

An Application for Enrolment at Year 7 may be made for a girl only after she starts Grade 3.

Applications for Year 7 will be processed in the student's Grade 5 year.

Applications will be reviewed with preference given according to the following criteria:

1. Applicants who have or have had sisters attend the College

2. Catholic applicants who have had a mother attend the College and who currently attend a Catholic primary school
3. Catholic applicants who are residents of a designated Priority Parish and attend a Catholic primary school in one of those parishes (see below)
4. Catholic applicants who are residents of a designated Priority Parish and have **not** attended a Catholic school
5. Catholic applicants from other parishes
6. Other Christian applicants
7. All other applicants.

Criteria 2 & 3 apply to applicants who are Eastern Orthodox Christians.

For the purpose of enrolment, a baptism certificate must be provided by Catholic and Orthodox applicants.

The lodgement of the Enrolment Application Form does not guarantee enrolment at the College. If the information requested is not provided, the College may not be able to enrol the student. To meet School and government requirements, the parent will need to provide the College with a completed Enrolment Application Form.

Signatories

The Enrolment Application Form and the Enrolment Agreement require the signatures of:

- any enrolling student who is over 15 years of age and living independently
- any parent as defined in the Family Law Act 1975 (Cth)
- both parents (including parents that are separated or divorced) or a copy of the court order with any impact on the relationship between the family and the College or
- an informal carer, with a statutory declaration, who:
 - o may be a relative or other carer
 - o has the day-to-day care of the Student with the Student regularly living with them
 - o may provide any other consent required e.g., excursions

Note:

- In the absence of a current court order, each parent of a child has shared parental responsibility
- Statutory declarations of an informal Carer apply for 12 months
- The wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer

Priority Parishes for OLMC Enrolment

Parish

After offers have been made, Year 7 applicants who have not been offered a place can elect to

OLMC Application for Enrolment Form
MEL-OLMC Privacy Policy 2021
MEL – OLMC Collection Notice 2021
MEL-Operational Instructions Enrolment 2.01

Policy Updated: October 2020, April 2023

Next Policy Review: April 2025

Person Responsible: The Principal