



ENROLMENT POLICY

I. Who we are

- 1.1 Marcellin College (**the College**) is a leading Catholic College established by the Marist Brothers in 1950 to meet the religious educational needs of Catholic boys in Years 7 to 12.
- 1.2 The purpose of this Policy is to help you learn more about the College and whether it is the right school for your child. This policy also outlines the process that we use to consider enrolment applications.
- 1.3 While application is a pre-requisite to admission, it is not a guarantee of admission and the College reserves the right to offer or to refuse a place to any boy in accordance with this Policy.
- 1.4 If you have a question in relation to enrolment at the College, you can contact the Registrar by phone or email. Please refer to our website for contact details.

2. Definitions

- 2.1 **“Applicant”** means the person(s) named on the Application for Enrolment being the Parent(s) and/or Guardian(s) seeking to enrol their child at the College.
- 2.1 **“Child”** means the child of the Applicant identified in the Enrolment Application Form that is seeking enrolment at the College.
- 2.2 **“Disability”**, in relation to a child, means:
 - (a) total or partial loss of the child’s bodily or mental functions; or
 - (b) total or partial loss of a part of the body; or
 - (c) the presence in the body of organisms causing disease or illness; or
 - (d) the presence in the body of organisms capable of causing disease or illness; or
 - (e) the malfunction, malformation or disfigurement of a part of the child’s body; or
 - (f) a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
 - (g) a disorder, illness or disease that affects a child’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.
- 2.3 **“Enrolment Agreement”** means the Agreement forming part of this Enrolment Policy by which the Applicant agrees to be bound.
- 2.4 **“Enrolment Application Form”** means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College.
- 2.5 **“The Principal”** means the Principal of the College, or the Principal’s nominated representative.

3. General

- 3.1 The College recognises that the Applicant may have various Christian church affiliations and moreover, that the Applicant may have no religious affiliation or affiliation with a religion other than Christianity.
- 3.2 The Applicant understands by applying for enrolment of their child, that their child will be taught consistent with Christian teachings, which will involve their attendance and participation in Catholic practices including (but not limited to) prayer, liturgy and the successful completion of religious education from years 7 to 12 inclusive. The College reserves its right to insist that the Applicant agree to a Christian education for their child.
- 3.3 The Applicant is expected to support our ethos, values, culture and policies (see the College's [website](#) for further information).
- 3.4 The College acknowledges and accepts that the vast majority of parents and guardians make sacrifices to provide their son(s) with a Marcellin education. However, it never has or will be the College's desire that parents or guardians reach the point of financial distress to meet the cost of sending their boy(s) to the College.
- 3.5 The College wants to be a welcoming place for people from all backgrounds and invites any Applicant and child to apply for enrolment and encourages them to speak to the College if they are concerned about paying the College's fees and charges. A workable solution may be able to be agreed between the parties.
- 3.6 Notwithstanding the above, the College confirms it has discretion in determining whether to make an offer of enrolment. Enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:
 - (a) the actual numbers of currently enrolled students and practical availability of places;
 - (b) the resources available to cater for the educational needs of the College's students; and
 - (c) the willingness and capacity of the child and the Applicant to comply with the College's policies and procedures.
- 3.7 The Applicant and child understand that the College has limited places for each year level each year and as such, the College may not be able to offer a place due to class-size limits.
- 3.8 An enrolment offer may be withheld, withdrawn or cancelled by the College at its own discretion in situations where:
 - (a) it becomes apparent that the child's enrolment at the College is likely to be detrimental to other students, the staff or the College;
 - (b) information is obtained which demonstrates a history of illegal activities or anti-social behaviour by the child;
 - (c) the Applicant or the child acts inconsistently with the College's policies and procedures;
 - (d) the Applicant or the child is suspected of having a history of adversarial conduct towards the College;
 - (e) relevant information is withheld by the Applicant or information provided is found to be inaccurate including confirmation of the residential address of the Applicant; or

- (f) there is a significant change in the circumstances of the Applicant and/or the child which cannot be reasonably accommodated by the College.

4. Priority order of enrolment

4.1 At the discretion of the College, correctly completed applications will be given preference in the following order of priority:

- (a) Brothers of current or former students of the College;
- (b) Sons of past students who attended the College;
- (c) Boys transferring from other Marist schools;
- (d) Catholic/Orthodox boys who reside in a College Feeder Parish and are attending a Catholic Primary School. Preference will be given to the following Primary Schools which are located in our Feeder Parishes:
 - (i) Alphington: *St Anthony's*
 - (ii) Balwyn North: *St Bede's*
 - (iii) Box Hill: *St Francis Xavier*
 - (iv) Bulleen: *St Clement of Rome*
 - (v) Deepdene: *Our Lady of Good Counsel*
 - (vi) Doncaster: *St Gregory the Great*
 - (vii) Donvale: *Our Lady of the Pines*
 - (viii) Eltham: *Our Lady Help of Christians*
 - (ix) Greythorn: *St Bridget's*
 - (x) Heidelberg: *St John's*
 - (xi) Heidelberg West: *St Pius X*
 - (xii) Ivanhoe: *Mary Immaculate, St. Bernadette's*
 - (xiii) Kew East: *St Anne's*
 - (xiv) Macleod: *St Martin of Tours*
 - (xv) Montmorency: *St Francis Xavier, Holy Trinity*
 - (xvi) Park Orchards: *St Anne's*
 - (xvii) Surrey Hills: *Our Holy Redeemer*
 - (xviii) Templestowe: *St Kevin's, St. Charles Borromeo*
 - (xix) Thornbury East: *Holy Spirit.*
- (e) Catholic/Orthodox boys who reside in the College Feeder Parish but are not attending a Catholic Primary School;

- (f) Catholic/Orthodox boys who reside outside the College Feeder Parish area;
- (g) Non-Catholic boys attending a Catholic Primary School (if places are available);
- (h) Non-Catholic boys in other schools (if places are available).

4.2 Once an application has been submitted, if the Applicant decides to change the entry level and/or entry year of the original enrolment application, the date the change is made becomes the new date on the application. The date of the original submission is no longer valid.

4.3 Where places are not immediately available on the basis of the application of the priority rules above, the Principal may determine to place the enrolment procedure on hold and a waiting list will be maintained by the College.

4.4 The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

5. Discounts

5.1 As discussed in paragraphs 3.4 and 3.5, in some circumstances the College may exercise discretion in providing Applicants or current enrolled families with a discount on fees and charges in line with the College's Bursary Policy.

6. Enrolment procedure

6.1 The Applicant is required to submit to the College Registrar a completed Application for Enrolment Form signed by the Parent(s) and/or Guardian(s), (unless a court order provides otherwise and a copy is given to the College), with relevant paperwork enclosed, to the following address:

The Registrar
Marcellin College
160 Bulleen Road
BULLEEN VIC 3105

6.2 Once clause 6.1 has been complied with, the Applicant(s) may (at the discretion of the College) be invited to attend an interview. The child and the Applicant must attend this interview. The Applicant must truthfully disclose any:

- (a) court order (including any custody information) with respect to the Applicant parents; and
- (b) nationality and/or residential visa status.

Any intentional misinformation on any matter may result in the College terminating the Applicant's application.

6.3 At the discretion of the Principal, a financial interview with the Business Manager or Accountant of the College may be required. The aim of the interview is to ascertain an Applicant's financial capacity to meet the fees and charges and inform the Applicant of various financial matters and potential fee-payment arrangements. This interview provides a confidential opportunity for the College and the Applicant to partner together in the best interest of the child to:

- (a) assist the Applicant to avoid accumulating an unpayable debt; and
- (b) assess eligibility for the College's Bursary Policy.

- 6.4 Following successful completion of clauses 6.1, 6.2 and (if necessary) 6.3, the College may make an enrolment offer by way of a Letter of Offer to the Applicant.
- 6.5 To accept a Letter of Offer, the Enrolment Agreement enclosed with the offer documents must be submitted and signed by the Parent(s) and/or Guardian(s), (unless a court order provides otherwise and a copy is given to the College), including payment of the non-refundable Acceptance Fee within the specified time period. The College may, at its discretion, offer the enrolment to another student if there is no communication from the Applicant within 21 days.
- 6.6 If a child is enrolled and then withdraws before commencement date or defers to a year where only a waiting list exists, all fees previously paid may be forfeited at the College's discretion.
- 6.7 If a child is enrolled and then withdraws without providing at least one full term's notice, all fees for the next term will be due and payable.
- 6.8 Parent(s) and/or Guardian(s) are advised to apply for enrolment when their son is in Grade 5, however applications may be submitted prior to this time providing the child is attending primary school.
- 6.9 Late applicants will be processed, where possible, with consideration given to the above classifications and the date of receipt.

7. Reasonable adjustments

- 7.1 Where information obtained by the College indicates that an Applicant's child has a disability, the Principal or their delegate will consult with the Applicant and the child to determine whether the disability would affect the child's ability to participate in or derive substantial benefit from the educational program at the College. Following the consultation, the College will assess whether it is necessary for the College to make an adjustment, and whether that adjustment is reasonable.
- 7.2 The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
 - (a) the nature of the child's disability;
 - (b) the information provided by, or on behalf of, the child about how the disability affects the child's ability to participate;
 - (c) views of the child, or an associate of the child, about whether a proposed adjustment is reasonable and will enable the child with a disability to access and participate in education and training opportunities on the same basis as children without disabilities;
 - (d) information provided by, or on behalf of, the child about his or her preferred adjustments;
 - (e) the effect of the proposed adjustment on the child, including the child's ability to participate in courses or programmes and achieve learning outcomes and independence;
 - (f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students; and
 - (g) the costs and benefits of making the adjustment.
- 7.3 The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the child to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

- 7.4 If reasonable adjustments are necessary to enable a child to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Principal will take into account the relevant circumstances of the case, including:
- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the child and the family of the student). This includes (without limitation):
 - (i) costs resulting from the child's participation in the learning environment, including any adverse impact on learning and social outcomes for the child, other students and teachers;
 - (ii) benefits deriving from the child's participation in the learning environment, including positive learning and social outcomes for the child, other students and teachers;
 - (iii) the effect of the disability of the child;
 - (b) the College's financial circumstances and the estimated amount of expenditure required to make the adjustments - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
 - (c) the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
 - (d) the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the child's participation); and
 - (e) the nature of the child's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
- 7.5 The Principal will discuss with the Applicant and child (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.
- 7.6 If the Principal is satisfied that it has sufficiently consulted the Applicant and child (as appropriate), and adjustments required are not reasonable or would cause unjustifiable hardship, the College may decline to offer the child a position or may defer the offer.

8. Privacy

- 8.1 The College collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students. Please refer to the College's [Privacy Policy](#) for more information.