



Enrolment Policy

St Bernard's College is committed to a culture of "zero tolerance" for child abuse. We promote a culture that prioritises the safety and wellbeing of all young people and continue to respond positively and proactively to Ministerial Order 1359 in relation to related policies, procedures, strategies, risk mitigation and our responsiveness to emerging issues. St Bernard's College is committed to the establishment of a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal and Torres Strait Islander young people are respected and valued.

Rationale

St Bernard's College is a college which operates with the consent of the Catholic Archbishop of Melbourne is part of Edmund Rice Education Australia (EREA).

St Bernard's College is an EREA school in which:

- prayer and liturgy are vital aspects of religious life in the college
- the pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church
- the teachings and values of the Catholic Church are paramount.

St Bernard's aspires to be faithful to the four Touchstones of a Catholic School in the Edmund Rice tradition. These Touchstones are Liberating Education, Justice and Solidarity, Gospel Spirituality and Inclusive Community. In committing to be an inclusive community we aim to be accepting and welcoming to all families and aspire to accommodate all who seek enrolment. Where this is not possible, we undertake to engage respectfully, honestly and transparently with families who do us the honour of seeking a place at St Bernard's College.

Principles

Inclusiveness

St Bernard's College is accepting and welcoming, fostering right relationships and committed to the common good.

A Catholic school in the Edmund Rice tradition:

1. provides pastoral care that nurtures the dignity of each person as uniquely reflecting the image of God;
2. demonstrates a preferential option for the poor by standing in solidarity with those who are powerless and marginalised, and strives to provide access to those who otherwise would not seek enrolment;
3. is sensitive to the economic situation of each of its families, designing school programs to empower all to participate with dignity and confidence;
4. welcomes and values all members of the school community regardless of religion, race, disability, gender, sexual orientation or economic situation;
5. promotes social inclusion and views diversity as beneficial to a liberating education;
6. works in partnership with the local Catholic community and Church in serving the broader mission of the whole Church;
7. acknowledges the services and contribution of the Christian Brothers and works in partnership with Edmund Rice Ministries in furthering the Charism;
8. acknowledges the traditional ownership and cultural heritage of Aboriginal and Torres Strait Islander peoples of Australia, and welcomes them into its community;

9. looks beyond itself to contribute, according to its means, to the overall growth and development of Catholic schools in the Edmund Rice tradition and to Edmund Rice ministries in Australia and overseas.

Partnership between parents/guardians/carers and St Bernard's College

Parents/guardians/carers are the first educators of their children. By enrolling a child in St Bernard's College, parents/guardians/carers are entering into a partnership to promote and support their child's education, in particular their education in faith. While the college promotes access to a Catholic education through the college enrolment policy, it is the parent/guardian/carers' responsibility to support the college in furthering the spiritual and academic life of their child.

Exercise of pastoral discretion in enrolment decisions

Local pastoral discretion is an important element of decision-making with regard to enrolment at St Bernard's College. While the first priority of the principal is to enrol the children of Catholic parents/guardians/carers, pastoral discretion may be exercised in enrolment decisions where deemed appropriate. The local college enrolment committee will formally endorse all enrolment decisions to ensure transparency and equity in decision-making.

Definitions

Catholic child

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.

Catholic school

A Catholic school operated by EREA is one which operates with the consent of the Archbishop of Melbourne, where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Enrolment catchment area

The enrolment catchment area is a defined area from which a school enrolls students as officially designated to a school by MACS. For secondary colleges, this is those parishes designated as priority parishes by MACS.

Orthodox child

For the purpose of enrolment in a Catholic school, a child is considered to be Orthodox if they are a member of a non-Catholic Eastern church, including Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox.

Parish

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

Priority parish

Priority parishes determine the secondary colleges where a child would be given enrolment priority. Priority parish refers to the student's residential address, **not** the primary school attended by the student. St Bernard's College priority parishes are tabled below.

The partner Catholic Primary Schools considered part of the priority parishes are:

- St Christopher's - Airport West
- St Mary's - Ascot Vale
- St Margaret's - Maribyrnong
- St Martin's - Avondale Heights
- St Peter's - Keilor East
- St Augustine's - Keilor

- St Therese's - Essendon
- Our Lady of the Nativity - Essendon West/Aberfeldie
- St Monica's - Moonee Ponds
- St John Bosco - Niddrie
- St Vincent de Paul - Strathmore

Applications

An application for enrolment may be made for a student when they are in Grade 5. All applications for enrolment at the College must be completed in accordance with the Enrolment Application Form.

Applications for places in Years 8-12 may be made at any time. All applicants will be placed on a Waiting List. Priority will generally be given to Catholic boys who meet the enrolment criteria for enrolment who are moving from another Catholic School due to a change in residence.

Priority Enrolment

There is an agreed order of priority for enrolment in MACS schools, which must be followed in the enrolment policy and procedures. The first priority of Catholic schools is the provision of a Catholic education for Catholic children.

The order of priority is:

- Whether the student is a Catholic (any Rite) [requires presentation of Baptism Certificate];
- Whether the student attends a Catholic Primary School within one of the priority parishes [as outlined by Catholic Education Melbourne]*
- Whether the student is a resident within one of the priority parishes
- Whether the student has a family connection with the College by having:
 - A sibling who is a current or former student;
 - A father or grandfather who attended the College;
 - A mother whose brothers attended the College;
 - A parent who is a staff member.
- Whether the student's family supports their parish and primary school to the best of their ability;
- Whether the student works and participates in his primary school to the best of his ability.
- Catholic boys currently attending another Catholic School within the area may be enrolled after consultation with that school's Principal.

Parental Responsibilities

At the time of enrolment at St Bernard's College, parents/guardians/carers make a commitment to provide ongoing support for their child's Catholic education. In particular, parents/guardians/carers are asked to make an explicit commitment to the following responsibilities:

- complete the college's enrolment form and ensure it is returned by the due date. This does not guarantee enrolment in the college
- be prepared to support the college in the Catholic education of their child and involve themselves as much as possible
- acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child at St Bernard's College. Any difficulties in meeting this commitment should be discussed with the principal
- advise the principal of any court order/s that may exist in relation to their child, or any changes to such order/s, and provide a copy of the court order/s and any subsequent changes for the child's college file

- provide the college with an immunisation history statement.

Collection and Disclosure of Information

St Bernard’s College is required to collect and retain particular information about parents/guardians/carers and their child. Parents/guardians/carers are required to provide particular information about their child during the enrolment process in order for St Bernard’s to meet its duty of care obligations and to satisfy government requirements. Lodging an enrolment form does not guarantee enrolment at St Bernard’s College.

Full disclosure of current or previous matters which may impact on the student’s ability to engage fully and safely in the life of the College, or the College being able to safely provide education to the student, will be sought as part of the application process. Incomplete or misleading statements or failure to disclose all relevant information at the point of application and enrolment stage may lead to the termination of enrolment at the College.

The collection, use, storage and disclosure of information about individuals by the College is in accordance with the College’s Data Collection Notice and Privacy Policy (available on our College website) and its obligations under the Privacy Act 1988 (Cth).

Reasonable educational adjustments

At St. Bernard’s College, we aim to identify all students with additional needs and to offer them appropriate programs and staffing support to achieve to their maximum educational potential. The Learning Enhancement and Diversity (LEaD) team support the educational needs of students identified as having diverse needs. This broad population is not static and includes students with disability as defined by the Disability Discrimination Act 1992, Aboriginal and Torres Strait Islander students, those categorised as New Arrivals and/or Culturally and Linguistically Diverse (CaLD), and gifted learners.

Enrolment Application Process

Stage	Details	Timeline
1	Initial parent/guardian enquiry	Enquiries can be made any time.
2	Online application lodged	March/April (When student is in Year 5)
3	Pre-enrolment interviews	Term 3 and Part of Term 4 (When student is in Year 5)
4	Letter of offer of enrolment	Early November (When student is in Year 5)
5	Acceptance of Offer	Normally 2 - 3 weeks after receiving Letter of Offer

**Specific dates are available by contacting our College Registrar.*

On receiving an offer families will be asked to:

- Confirm acceptance of the offer in writing by completing the acceptance form and returning it to the College together with the Advance Payment Scheme instalment as outlined in the letter of offer by the due date (usually within two weeks).
- Should a family choose not to accept an offer, we would appreciate being advised as soon as possible to enable the College to make an offer to another family.

Upon acceptance of an offer of enrolment, the Terms and Conditions of the Enrolment Agreement will apply.

Unsuccessful applicants will be notified in writing. Parents have a right to appeal on enrolment decision. If parents wish to make an appeal to the enrolment decision, they can lodge an appeal

in writing to the Principal within one month of receiving the unsuccessful application notification from the College.

Fees

The setting of the levels of fees, levies and other compulsory ad hoc charges at St Bernard's College takes into account the allocation of government funds. The College offers a number of methods for paying fees, levies and ad hoc charges to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required payment of fees, levies and ad hoc charges, you are welcome to discuss this with the Business Manager of the school.

Parents/guardians are responsible for payment of all fees, levies and charges associated with the student's enrolment and attendance at the school, as contained in the School's Fees, Levies and Charges Schedule provided to parents from time to time. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

Complaints

Any complaints concerning student application of enrolment should be made in accordance with the College Complaints Policy and process available on the College [website](#).

Questions

Any questions about our enrolment policy or enrolment application process, should be directed to the College Registrar or the Principal.

Related Policies

Child Safe Code of Conduct
Complaints Policy
Data Collection Notice
Enrolment Agreement
Parent Code of Conduct
Privacy Policy
Student Code of Conduct

Policy Review

Ratified:	August 2021
Last Review Date:	June 2021
Next Review Date:	June 2024