ENROLMENT POLICY

Rationale

As a Catholic school in the Mercy tradition, Sacred Heart College was established to provide Catholic education for Catholic students. In doing so, the College assists the Church in fulfilling its role in assisting people to discover and embrace the fullness of life in Christ and embraces the Mercy Education values.

Definitions

Catholic Child: For the purpose of enrolment in a Catholic school, a child is considered to be Catholic if they belong to one of the Catholic churches, usually established by a Certificate of Catholic Baptism.

Catholic School: A Catholic school is one that operates with the consent of the diocesan Bishop and where formation and education are based on the principles of Catholic scripture and tradition.

Catchment Area for Schools: For the purpose of enrolment, the school catchment area is the parish or group of parishes, as defined by Melbourne Archdiocese Catholic Schools, from which the school draws the majority of its enrolments and in turn gives priority of enrolment.

For the majority of primary schools this will be the parish to which the school belongs. In parishes with more than one primary school the catchment for each school is determined by the parish in consultation with Melbourne Archdiocese Catholic Schools. For secondary schools it will be those parishes designated as 'priority parishes' by Melbourne Archdiocese Catholic Schools

Parish: For the purpose of enrolment the 'parish' is the local parish as defined by its geographical boundaries.

Policy Statement

The College will fulfill its mission of being open and welcoming to all Catholic students, regardless of their background and individual needs. Particular assistance will be extended to children who are disadvantaged or considered most at risk. The College will also remain committed to student equity and diversity.

The College will continue to support the special relationship that exists between the Catholic Church and the non-Catholic Eastern churches, based on a belief in the same sacraments and close nexus in understanding about theology and sacraments.

faith of their children and therefore they enter into partnership with the College to promote and support the spiritual and educational journey of their child.

While bearing in mind that the College's first priority is to Catholic students, the Principal may exercise some flexibility with respect to enrolment decisions where pastoral discretion is deemed necessary (as per the College's Enrolment Criteria).

As part of the minimum standards for school registration as required by the Victorian Registration and Qualifications Authority (VRQA) information concerning the enrolment process and the enrolment criteria will be publicly available and easily accessible by current and prospective families via the College website.

When considering enrolments, Sacred Heart College will comply with the upper limit for Year 7 enrolments, take into account the priority parishes for the College as specified by Melbourne Archdiocese Catholic Schools, and collaborate closely with Geelong's Catholic secondary schools.

Associated Procedures

Enrolment Criteria

Related Documents

Melbourne Archdiocese Catholic Schools Policy 2.4 Enrolment for Schools in the Archdioceses of Melbourne
Enrolment Form
Re-enrolment Form
School Fees Collection Protocol
Code of Conduct - Family and College Relationships

Policy Amendment Form

Date approved:

Name: Anna Negro

Signature: _____

Date presented at Council Meeting:

Sponsor: The Principal

Person Responsible for Implementation: The Principal

Last amended: April 2025 - no amendments made
Next Review Date:

Location Checklist☐ Staff Handbook☐ Students☐ Parent Portal

Policy Name:	Enrolment Policy
Updated:	4 April 2025
Sponsor:	Emma Tyler
Major Notable Changes:	none
Reason for Changes:	n/a

	Specify committee or team name	Review and approval date
School Committee:		
Subcommittee of the College Advisory Council:		
Student Leadership Team or similar:		

Policy Location:	Staff Handbook ▢	Student Space ▢	Parent Portal ▢	Website ▢