



## STUDENT ENROLMENT POLICY

### Rationale

St John's Regional College is a Catholic co-educational regional college serving the Parishes and Primary schools of:

- St Mary's, Dandenong
- Holy Family, Doveton
- St Paul Apostle North, Endeavour Hills
- St Paul Apostle South, Endeavour Hills
- St Kevin's, Hampton Park
- St Anthony's, Noble Park
- St Francis De Sales, Lynbrook

and the additional priority parishes and parish primary schools of **Resurrection Parish** Keysborough and **St Gerard's** Dandenong North.

The participating parishes have as their prime goal the provision of quality Catholic education for Catholic children. At the same time, the parishes are mindful of the Congregation for Catholic Education's exhortation to evangelise, contained in its document **The Catholic School on the Threshold of the Third Millennium**:

*"It fulfils a service of public usefulness and, although clearly and decidedly configured in the perspective of the Catholic faith, is not reserved to Catholics only, but is open to all those who appreciate and share its qualified educational project" (ibid16).*

Elsewhere the document, states: "It is not merely a question of adaptation, but of missionary thrust, the fundamental duty to evangelise, to go towards men and women wherever they are, so that they may receive the gift of salvation (ibid N.3)."

In formulating an enrolment policy, the parishes recognise the cultural backgrounds of many families, who experienced the evangelising nature of Catholic schools in predominantly non-Christian countries. These families treasure the faith and values based education provided by Catholic schools.

### Protocol

Most enrolment enquiries and applications are made directly to St John's Regional College through the College Registrar or via the Feeder Primary school.

Enrolment of Year 7 students is governed by the Guidelines for the Enrolment of Year 7 students in Catholic Secondary Schools in the Archdiocese of Melbourne promulgated by Catholic Education Melbourne.

Enrolment applications will be prioritised according to the following criteria:

1. Priority Parishes and Feeder Schools  
Catholic children attending Catholic schools within the priority parishes. (Catholic children attending Catholic schools within the regional parishes but who reside outside the boundaries of the regional parishes, will be prioritised as part of this category). Catholic children attending non-Catholic schools within the regional parishes.
2. Enrolments determined by the ACA
3. Catholic children attending schools outside the regional parishes
4. siblings of children enrolled at the secondary campus of St Mary's College for the deaf
5. Orthodox children attending non-Catholic schools within the regional parishes accompanied by a letter of commendation from the Orthodox priest
6. children belonging to none of the above categories. In such cases, additional information may be requested prior to making a final decision.

St John's will respect the Archdiocesan guideline, which limits enrolments of non-Catholic and non-Orthodox children to 7% of the total school population.



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The willingness of the parents and child to support the Catholic ethos of the College, and to participate in the Religious Education programs of the College, will be crucial to the success of the application.

The ACA reserves the right to be the ultimate arbiter of any application.

The College Registrar will inform parents, in writing, of the status of applications. This correspondence will be prepared by St John's Regional College on College letterhead.

Enrolment applications are confirmed only on payment of the prescribed enrolment fee, unless the relevant parish priest instructs that the enrolment fee be waived.

### **The Application process**

Families wishing to enrol a student at St John's Regional College, even if a current family member already attends St John's, must obtain an enrolment information pack either from St John's Regional College Registrar or from their current primary school.

The enrolment process and timelines usually commence when a child is in Year 5.

Enrolment dates are pre-determined by Catholic Education Melbourne and communicated to all Catholic schools the prior year. These timelines will be advertised on the enrolment page of the St John's website and communicated to families via newsletters and through feeder parishes and primary schools.

At the time of enrolment families should supply the applicants birth certificate, sacraments certificates and citizenship information (if applicable) to support their application.

### **Notification of Application status**

Families will be notified in writing once their application to St John's Regional College has been confirmed. Dates for confirmation letters is predetermined by Catholic Education Melbourne and communicated to all Catholic schools.

### **Enrolment and Application Fees**

An application fee of \$50 is payable upon initial enrolment of your child at St John's Regional College. This is a non-refundable fee for the processing of your child's enrolment.

If your enrolment to the college is successful an enrolment acceptance fee of \$200 will be payable upon acceptance of a place at St John's Regional College. This payment will be deducted from your first fee account.

Both the application and enrolment fee are non-refundable.

### **Year 8-12 Enrolments**

Each year a limited number of places become available in other year levels. Application protocols as above apply to all applications regardless of entry level.

Year 8-12 enrolments may be accepted once a school tour and interview with one of our Deputy Principals has been conducted.

We welcome new students across all year levels.

### **Enquiries**

Any concerns or queries about Enrolments may, in the first instance, be discussed with the School Registrar or the Business Manager.

**Ratified by Advisory Board on behalf of the Association of Canonical Administrators  
on 19 February 2019**