

# Enrolment Policy

August 2017 (Revised)



## Purpose and Context

Our Lady of Mercy College is a Catholic girls school operated by the Sisters of Mercy within the governance of Mercy Education Limited. The Sisters of Mercy 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 Catholic Education Melbourne (CEM) Enrolment Policy 2.4 (2007). 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:** A Catholic applicant is considered to be a member of the Catholic Church, usually established by a Certificate of Catholic Baptism.

**Designated priority parishes:** As mandated for OLMC in the CEM Enrolment Policy 2.4 (2009) *Enrolment for Schools in the Archdiocese of Melbourne*.

## 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.

### Priority Parishes for OLMC Enrolment

Parish	Primary School
<b>Alphington/Thornbury East</b>	St Anthony's and Holy Spirit
<b>Bulleen</b>	St Clement of Rome
<b>Bundoora</b>	St Damian's
<b>Doncaster</b>	St Gregory's
<b>Donvale</b>	Our Lady of the Pines
<b>Greensborough North</b>	St Thomas's
<b>Greensborough</b>	St Mary's
<b>Heidelberg</b>	St John's
<b>Heidelberg West</b>	St Pius X
<b>Ivanhoe</b>	Mary Immaculate, Mother of God and St Bernadette's
<b>Kingsbury</b>	Our Lady of the Way
<b>Macleod/Rosanna</b>	St Martin of Tours
<b>Mill Park</b>	St Francis of Assisi
<b>Montmorency/North Eltham</b>	St Francis Xavier and Holy Trinity
<b>Templestowe</b>	St Kevin's and St Charles Borromeo

After offers have been made, Year 7 applicants who have not been offered a place can elect to go on the Year 7 Waiting List. OLMC will also accept Year 7 Waitlist applications after Year 7 offers have been made and accepted. The College will contact families if a place becomes available.

## **Criteria for Enrolment at Years Levels 8 to 12**

Preference will be given to Catholic students who have completed the appropriate level of education. There is a Waiting List for enrolment in Year Levels 8 to 12.

## **All Enrolments**

It is expected that parents / guardians will support the College in the Catholic education of their children and involve themselves as much as possible in the school life. When a student from another Christian denomination or a non-Christian faith is offered a place at the College, the offer is contingent on the willingness of the parents and the student to support the philosophy and ethos of the College.

## **Referenced and Related Documents**

Catholic Education Melbourne Policy 2.4 (2009), *Enrolment for Schools in the Archdiocese of Melbourne*  
OLMC Application for Enrolment Form  
MEL–OLMC Privacy Policy 2016  
MEL – OLMC Collection Notice 2016

**Policy Updated: August 2017**

**Next Policy Review: August 2018**

**Person Responsible: The Principal**