

ENROLMENT POLICY

PURPOSE:

As a Catholic Specialist School for students who are deaf or hard of hearing within the Archdiocese of Melbourne, St Mary's College for the Deaf operates primarily to serve Catholic families wishing to access specialist deaf education services. It has developed this enrolment policy and accompanying 'Enrolment Priorities' in line with Catholic Education Melbourne (CEM) policy 2.4, Enrolment for Schools in the Archdiocese of Melbourne.

St Mary's is a unique school within the Catholic schools system. Parents choose the College because of the direct teaching and support provided for their children by Teachers of the Deaf while working in partnership with five mainstream schools: Holy Trinity Primary School, Wantirna South; St John's Regional College, Dandenong; Aquinas College, Ringwood; Marymede Catholic College, South Morang and Salesian College, Sunbury. Parents choose the faith and values based education provided at St Mary's.

POLICY:

St Mary's College for the Deaf seeks to enrol Catholic students who meet the eligibility criteria on a priority basis. St Mary's College recognises that it operates within the context of its partner schools, their policies and procedures and the number of places available at each campus. If there are places available after consultation with each partner school, these will be offered according to the priorities set out below.

St Mary's College reserves the right to determine who is a 'suitable' applicant in light of partner school expectations, the student's history at their previous school or the parents' perception of the support required and any limitations on the school's ability to provide those additional services or assistance. St Mary's College values inclusivity and will make every effort to accommodate students' different needs within the resources available.

ELIGIBILITY CRITERIA:

All students wishing to enrol at St Mary's College for the Deaf must meet the eligibility criteria for Hearing Impairment.

- Permanent bilateral hearing loss that is moderate, severe or profound - 40dB or greater averaged across the frequencies of 500Hz, 1000Hz and 2000Hz.

ENROLMENT PRIORITIES:

1. Student is a Catholic
2. Appropriate age
3. Need for full time placement in a program with a specialised Teacher of the Deaf
4. Suitability to benefit from the program which the school offers
5. Availability of placement space in a class at the partner school
6. Sibling enrolled in St. Mary's partner schools
7. Member of St Jude's Parish or of any of the parishes from which our partner schools draw their students
8. Student who is non-Catholic who meets criteria 2, 3, 4 and the approval of the St Mary's Principal.

ENROLMENT PROCEDURES:

1. An official Application for enrolment form should be completed and lodged with the College by the official due date.
 - a. Prep – enrolments accepted at any time, however June 30th is preferable.
 - b. Year 7 (2019) – the 25th August, 2017.
- A copy of the child’s latest audiogram or Cochlear Implant Clinic report must be provided.
- A copy of the Baptism Certificate should be provided with applications from Catholic families.
- A \$50 (non-refundable) enrolment fee is required for all year 7 Enrolment Applications.
2. All Applications are processed according to the criteria determined by the College Board.
3. All applicants will be sent a letter informing them of the outcome of their application.
4. If an application for enrolment is not successful, this application may be placed on a waiting list. As soon as a vacancy becomes available parents/guardians will be advised.

CONDITIONS:

1. Enrolment is conditional upon the Principal being satisfied that the applicant has met the College requirements for admission.
2. A position can only be offered at a campus where a vacancy exists within the partner school and is subject to the approval of the partner school principal.
3. Depending upon the campus enrolment is sought, applicants may be asked to undergo an interview with the St Mary’s Team Leader and partner school Principal.
4. Students offered places in the secondary school are required to attend a learning assessment session to assist the school in planning for the following year.
5. Students moving from primary to secondary campuses are required to complete a transition enrolment form by the due date to ensure a position is held.
6. A condition of entry to the College is that Parent(s)/Guardian(s) agree to abide to the regulations and policies of both St Mary’s College and those of our partner schools, including adhering to our Child Safe Policy and involvement in the Religious Education program.
7. Fees, levies and charges (as set out in the current Schedule) are subject to alteration by the College.
8. To indicate a firm acceptance of offer, an enrolment fee of \$200 per student (secondary students only) is required by the due date shown on the letter of offer. This will be deducted from the following year’s fees.
9. The College requires fees to be paid either upfront or via a direct debit/credit card instalment plan which must be completed before the commencement of the current school year.
10. A pro-rata charge is made for students entering the College for the first time after a term has commenced.
11. One term’s notice must be given in writing to the Principal of intention to withdraw a student from the College. Before the College provides reports, student references or other termination documents, all outstanding accounts must be paid in full or an arrangement entered into.

Status of Document	
Written by: Principal	06 June 2017
Approved by: College Board	19 June 2017
Post Implementation Review:	19 June 2018
Next Approval: College Board	June 2020