

Enrolment Policy



Introduction

A coeducational year 7 to 12 school founded by the Marist Brothers and is governed by Marist School Australia to meet the educational needs of students in the Latrobe Valley. Lavallo Catholic College, is a school that serves the community of the Latrobe Valley. Lavallo Catholic College commenced operation in 2002 after the amalgamation and consolidation between Kildare College, St Paul's College, Lourdes College and Presentation Regional College. The College began operation in 1956 on the current St Paul's site and now expands three campuses.

Catholic schools participate in the evangelising mission of the Church which Jesus gave to his apostles when he told them: "Go, therefore, make disciples of all the nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, and teach them to observe all the commands I gave you."¹

Catholic children have, by baptism, a right to a Catholic education.² Therefore Catholic schools give priority to children baptized as Catholics. They also support parents who seek a Catholic education for their children.³

Being a Marist School we evangelise by "Making Jesus known and loved"

It is from its Catholic Identity that the school derives its fundamental characteristics and structure as a genuine instrument of the Church

Purpose:

The purpose of this policy is to provide clarity of processes and procedures for parents seeking to enroll their children in Catholic Schools in the Diocese of Sale. When considering the enrolment of students into their schools, Lavallo Catholic College needs to apply the principles and procedures contained within this document.

Principles:

Lavallo Catholic College strives for strong partnerships with the families and the parishes it serves.

Families who choose to enrol their children at Lavallo Catholic College do so on the understanding that they respect and agree to support the Marist and Catholic identity and ethos of the College. Families will be asked to recognize the importance of religious education for their children through supporting the prayer life, retreat programme, liturgical programmes, other religious celebrations and spiritual development opportunities.

Lavallo Catholic College welcomes all families who seek a Catholic education for their children. The College stands in solidarity with those who are poor, marginalised and in most need. No student will be refused enrolment or be disadvantaged because of an inability on the part of the parents/guardians to meet financial requirement.

Lavallo Catholic College operates according to the Diocese of Sale enrolment policy (policy 2.4)

¹ Mt. 28:19

² 'Since Christ's faithful are called by baptism to lead a life in harmony with the gospel teaching, they have the right to a Christian education, which genuinely teaches them to strive for the maturity of the human person and at the same time to know and live the mystery of salvation.' Code of Canon Law, Canon 217.

³ Code of Canon Law, Canon 797

Procedures:

Lavalla Catholic College manages the enrolment processes and procedures in a manner consistent with the principles articulated above. Further procedures/guidelines for schools are as follows:

Lavalla Catholic College will develop and publish an enrolment policy in accordance with this overarching Diocesan policy.

Lavalla Catholic College policies reflect the unique context of our local community.

The Canonical Administrator (Marist Schools Australia), in collaboration with the Principal, is responsible for enrolments.

Enrolment priorities:

Within the context of the above principles and procedures, the following criteria, which are listed in priority order, are provided for schools to consider when the number of enrolment applications exceed a school's available places

1. Enrolments in current primary Catholic Schools in Latrobe Valley:
 - St Michael's Primary School
 - St Gabriel's Primary School
 - St Mary's Primary School
 - St Kieran's Primary School
 - St Vincent's Primary School
 - Sacred Heart Primary School
 - Lumen Christi Primary School
2. Siblings currently enrolled at the College
3. Students transferring from other Marist Schools
4. Students enrolled in other Catholic Secondary Schools
5. Catholic students enrolled in other Secondary Schools (State or Independent)
6. Non-Catholic Students in other schools

The Principal reserves the right to consider all applications on their merit. The College attempts to reserve some places for enrolments for families new to the area.

Support for the Catholic Nature of the College:

The Principal is responsible to maintain and develop the religious nature of the College and will make decision based on:

- The pastoral needs and coherence of the student body. This is particularly applicable in the case of students seeking to transfer from neighbouring secondary College;
- Coherent and recognisable Christian values. It is recognised that families and students can find themselves from time to time, in conflicting circumstances where the value system in the home is different to the Church values in the school. The College needs to be mindful of the presence of students who are religiously negative or apathetic as it hampers the College's efforts to achieve its goals;
- Students of other faiths may be enrolled only after an undertaking is given that the nature, life and identity of the College will be respected and that their children will participate in the religious education programme.

Conditions of Enrolment:

Parents and students accepting these conditions of enrolment enter into an agreement with the School authority (in the person of the Principal) and the governing body – Marist Schools Australia.

The Principal reserves the right to make the decisions in enrolment cases based on consideration such as the pastoral needs of the student body. This is particularly applicable in the case of students seeking to transfer from neighbouring secondary Colleges.

Parents and students accept the interrelationship of a number of College policies, even those not specifically mentioned here.

With regard to students transferring from another local school the following additional steps shall apply:

- The Principal or delegate will contact the student's previous school so as to be well-informed as to the pastoral and academic needs of the student
- Enrolment will be provisional, with the student's attitude/achievement generally being reviewed for one semester
- A letter of offer will indicate the provisional nature of the enrolment and the period of time for which this applies

Membership of this College is based on relationships that are founded on our core Gospel beliefs. Acceptance, respect and dignity must, therefore, be accorded to every member of the College community. In accordance with our ***Bullying and Harassment policy***, bullying, intimidation or threat to other persons is counter to our Marist and Christian values and will not be tolerated.

The College expects responsible use of information and communication technology.

It is expected that all students who attend Lavalla Catholic College apply a reasonable work ethic to their studies and recognise the right of others to teach and learn. It is expected that students and parents will be supportive of the ***College Homework Policy*** in ensuring an appropriate work ethic.

Parental attendance to parent-teacher interviews and information evenings is highly valued by the teachers of the College. Every effort should be made to honour these meeting times as it speaks of commitment and partnership in the education of your child.

Our standards and values are a precious part of our heritage. When appropriate and necessary for the school's values to be maintained and to ensure the physical and moral safety of all students, we reserve the right to confiscate prohibited or dangerous property and to take whatever action is necessary, such as searching the lockers or bags to identify those students suspected of threatening – by commission or omission – the good of the College community.

The possession of prohibited substances by students when on College property or when associated with the College in any capacity, will mean immediate suspension from the community. Likewise, the use of tobacco and alcohol is not permitted by students while in uniform, on College property, or in any situation in which they may be representing the College. The trafficking in illicit substances is grounds for Negotiated Transfer from the College and will be reported to the authorities.

The College expects full compliance with the required uniform and grooming code. Full details are outlined in our located on our website: <http://www.lavalla.vic.edu.au>

Liturgies (Prayer Life, Commissioning Mass and Champagnat Day Mass), Sporting carnivals, Retreats and excursions are integral to the life of the College. Apart from medical reasons supported by a legitimate Doctor's certificate, or unavoidable family emergencies, attendance is required. The College accepts its responsibility to ensure Duty of Care in all camps and excursions.

Financial Commitment:

School fees are a vital part of the College operations and priority is given to honouring this commitment. The College understands that should school fees fall behind then, the extra financial burden is not fair and just under these circumstances.

Selection for extra curricula activities or courses, excursions, study tours, optional camps etc. will only be permitted if school fee payments are up-to-date and payments plans are being honoured.

School fee increases are considered each year with particular attention to the Global Fee Charges. Marist Schools Australia determine guidelines for the Budgetary needs of the College and the increase of school fees each year. The College expects that all fees and charges be paid promptly as per the guidelines set out in our Global Fee Policy. In some cases, provisions may be applied for extension of time to meet payment commitments or remission consideration of amounts. Applications can be made, via the Principal to the Fees Committee, explaining circumstances and to make alternative arrangements. *Compassion for, and support of, families in special circumstances is priority.*

Independent Student Enrolment & Financial Commitment:

During the course of the year, some senior students move to the situation of independent living or living with a relative not a parent who rejects to pay school fees. The ***Independent Living Policy*** is intended to assist the College to respond in a pastoral way to the decision and to assist the student to the extent that this is possible and appropriate. The College respects the decision made by the student. However, such a decision changes the legal and academic relationship which the College has with the student and this new relationship needs to be defined and a new enrolment agreement needs to be put in place. An appointment needs to be made with the Principal in order to determine whether the College is agreeable to renew the enrolment.

Communication:

Enrolment enquires can be made at any time via the College Registrar. Year 7 enrolments commence in May and close by June of the previous year. Students not enrolled in a Catholic Primary partner school, will be required for interview with the Campus Director. All other application for years 8-12 will also require an interview before entry.

Changes to Personal Details:

In case of emergency and for the purposes of effective communication, it is very important that parents communicate with the College should there be a change to personal details or medical alerts. This also includes changes in email addresses and mobile phone numbers.

References:

- Disability Discrimination Act, 1992 – http://www.austlii.edu.au/au/legis/cth/consol_act/dda1992264/
- Code of Canon Law, Canons 96, 217 and 797
- Ecclesia in Oceania, No 33
http://www.vatican.va/holy_father/john_paul_ii/apost_exhortations/documents/hf_jpii_exh_20011122_ecclesia-in-oceania_en.html , no 33
- CEO Sale Policy 2.4: [Catholic Schools' Enrolment](#)