

Sacred Heart Girls' College

Enrolment Policy – Secondary



Sacred Heart Girls' College is a college which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Sacred Heart Girls' College is a MACS school in which:

- prayer and liturgy are vital aspects of religious life in the college
- the pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church
- the teachings and values of the Catholic Church are paramount.

Principles

Inclusiveness

MACS schools are established primarily for Catholic children. Sacred Heart Girls' College strives to be open and welcoming to all Catholic students, regardless of their background, and does everything reasonable to accommodate each student's individual needs.

Sacred Heart Girls' College is open to the enrolment of children of other Christian traditions and faiths, however, priority will be given to children from non-Catholic Eastern churches. Children from other religious traditions or of no religion are provided with an opportunity to enrol should they choose to apply and there is sufficient capacity within the college.

Partnership between parents/carers and Sacred Heart Girls' College

Parents/carers are the first educators of their children. By enrolling a child in Sacred Heart Girls' College, parents/carers are entering into a partnership to promote and support their child's education, in particular their education in faith. While the college promotes access to a Catholic education through the college enrolment policy, it is the parent/carers' responsibility to support the college in furthering the spiritual and academic life of their child.

Exercise of pastoral discretion in enrolment decisions

Local pastoral discretion is an important element of decision-making with regard to enrolment at Sacred Heart Girls' College. While the first priority of the principal is to enrol the children of Catholic parents/carers, pastoral discretion may be exercised in enrolment decisions where deemed appropriate. The Sacred Heart Girls' College enrolment committee will formally endorse all enrolment decisions to ensure transparency and equity in decision-making.

Priority enrolment

There is an agreed order of priority for enrolment in Sacred Heart Girls' College, which must be followed in the enrolment policy and procedures. The first priority of Catholic schools is the provision of a Catholic education for Catholic children.

The order of priority is:

1. Siblings of children already enrolled in the school
2. Daughters of past students who attended Sacred Heart Girls' College
3. Catholic children who are residents of a designated priority parish and have attended a Catholic primary school in one of those parishes
4. Catholic children who are residents of a designated priority parish and have not attended a Catholic primary school
5. Catholic children from other parishes (for pastoral reasons)
6. children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who have attended a Catholic primary school and are residents of a priority parish
7. Children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who have not attended a Catholic primary school and are residents of a priority parish
8. Other Christian children who have attended a Catholic primary school and are residents of a priority parish
9. Other Christian children who have not attended a Catholic primary school and are residents of a priority parish
10. Non-Christian children who have attended a Catholic primary school and are residents of a priority parish
11. Non-Christian children who have not attended a Catholic primary school and are residents of a priority parish.
12. Non-Christian children who are not residents of a priority parish

Definitions

Catholic child

For the purpose of enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Baptism.

Catholic school

A Catholic school operated by MACS is one which operates with the consent of the Archbishop of Melbourne, where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Enrolment catchment area

The enrolment catchment area is a defined area from which a school enrolls students as officially designated to a school by MACS. For secondary colleges, this is those parishes designated as priority parishes by MACS.

Orthodox child

For the purpose of enrolment in a Catholic school, a child is considered to be Orthodox if they are a member of a non-Catholic Eastern church, including Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox.

Parish

'Parish' refers to the local parish as defined by its geographical boundaries and student location is based on home address.

Priority parishes determine the secondary colleges where a child would be given enrolment priority. Priority parish refers to the student’s residential address, **not** the primary school attended by the student. The Sacred Heart Girls’ College priority parishes are:

Clayton Parish	Noble Park Parish
Clayton South Parish	Oakleigh Parish
Hampton Park Parish	Oakleigh East Parish
Malvern East Parish	Springvale North Parish
Mulgrave Parish	Wheelers Hill Parish
Murrumbeena Parish	

Parental Responsibilities

At the time of enrolment at Sacred Heart Girls’ College, parents/carers make a commitment to provide ongoing support for their child’s Catholic education. In particular, parents/carers are asked to make an explicit commitment to the following responsibilities:

- complete the **Sacred Heart Girls’ College Application For Enrolment** form and ensure it is returned by the due date. This does not guarantee enrolment in the college
- be prepared to support the college in the Catholic education of their child and involve themselves as much as possible
- acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child at Sacred Heart Girls’ College. Any difficulties in meeting this commitment should be discussed with the principal
- advise the principal of any court order/s that may exist in relation to their child, or any changes to such order/s, and provide a copy of the court order/s and any subsequent changes for the child’s college file
- provide the college with an immunisation history statement.

Information to Be Collected

Sacred Heart Girls’ College is required to collect and retain particular information about parents/carers and their child. Parents/carers are required to provide particular information about their child during the enrolment procedure in order for MACS and Sacred Heart Girls’ College to meet their duty of care obligations and to satisfy government requirements. Lodging an enrolment form does not guarantee enrolment at Sacred Heart Girls’ College.

Approval and Review

Policy updated:	February 2022
Approval Authority:	College Leadership Team
Delegated Responsibility:	Community Relations and Engagement Office
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