

# SIENA COLLEGE CAMBERWELL ENROLMENT POLICY



SIENA  
COLLEGE  
CAMBERWELL

**POLICY TITLE:** ENROLMENT POLICY

## RATIONALE

The College recognises that Catholic schools are primarily for Catholic students. When enrolling students, the College complies with relevant Victorian and Australian legislation and is guided by Catholic Education Melbourne (CEM) policy 2.4 “Enrolment for schools in the Archdiocese of Melbourne”.

Priority is given to families seeking a Catholic and Dominican education for their daughter.

## DEFINITIONS

<b>Catholic:</b>	a member of the Catholic Church established by a certification of Baptism.
<b>Parish:</b>	for the purpose of enrolment the parish is the local parish as defined by its geographical boundaries. Parish refers to the student’s residential address, not the primary school attended.
<b>Catholic school:</b>	a school where the foundational education is based on the principles of Catholic teaching and identity.

## PRINCIPLES / GUIDING PRINCIPLES

To maintain and enhance the Catholic faith community, the following principles apply:

- Preference is given to students who are baptised Catholics
- Priority is given to sisters of current and former students, and those with kinship to alumnae
- Students of other religions, denominations or traditions are considered for enrolment if vacancies are available. Preference is given to students from Catholic Eastern Churches
- The offer of placement is dependent upon the family’s acceptance of College policies, its Mission and Values and an understanding that the family is supportive of Catholic ethos and the school’s community life
- The College will not discriminate against a student’s enrolment on the basis of disability or impairment, but will arrive at a mutual agreement with parents on the support to be offered prior to commencement
- The Principal of Siena College has the right to use discretion in the matter of enrolments

## PROCEDURES

- Siena College Enrolment Procedures
- Siena College Confirmation of Registration
- Siena College Enrolment Fees and Charges

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## RESPONSIBILITY

- Principal
- Head of Admissions
- Business Manager

## RELATED LEGISLATION

- Education and Training Reform Regulations 2017 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Privacy Amendment (Private Sectors) Act 2000 (Cth)
- Privacy Act 1988 (Cth)
- Australian Privacy Principles (APP) from Schedule 1 in the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)
- Equal opportunity Act 2010

## RELATED SIENA COLLEGE POLICIES

- CEM Revised Policy 2.4 Enrolment for Schools in the Archdiocese of Melbourne (Revised 2009)

## RELATED DOCUMENTS

- Siena College Mission Statement 2014 -2018
- CEM Procedures for Development and Dissemination of Local School Enrolment Policies: Secondary Schools (Revised 2009)
- CEM Procedures to assist schools to achieve a high level of Catholic Enrolment (Revised 2009)
- CEM Processes and Procedures in schools (Revised 2017)
- Siena College Enrolment Information Brochure

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