



## Mission Statement

*In the spirit of Mary Ward, Loreto Schools aim to promote in their students intellectual development supported by Christian values. Particular emphasis is given to nurturing ... those qualities held dear by Mary Ward: freedom of spirit, sincerity in communication, personal integrity, a discriminating attitude to truth and a cheerful disposition. It is envisaged that in becoming well-informed, self-directed, spiritually mature women, the students in their turn will be capable and willing to contribute to the building of a society characterised by Gospel values.*

*(Loreto Schools of Australia Mission Statement)*

## Vision Statement

*Loreto College, Ballarat is a welcoming, friendly community where each person is valued and where spirituality and learning are nurtured. With the Catholic perspective that formed the spirit and virtues of Mary Ward, young women are educated to strive for personal excellence.*

*(Loreto College Ballarat Vision Statement)*

## Rationale

This Enrolment Policy (**Policy**) exists to give guidance in the management of the enrolment selection process for prospective students (**Applicants**).

All enrolments at Loreto College Ballarat (the **College**) will be at the absolute discretion of the Principal, with the final decision of an offer of an enrolment resting with the Principal.

The Principal will consider each Application for Enrolment on its merits in light of this Policy, enrolment priorities and legal obligations.

## Guiding Principles

The College values diversity and recognizes that each Applicant will bring unique gifts and talent which will enhance and enrich the College as a community.

The factors listed below (not listed in a priority order) may be considered during the enrolment process in relation to Applicants:

- ◆ Level of involvement of the Applicant and her family in their Catholic parish/faith community and commitment to Christian life and values

- ◆ Current enrolment at a Catholic parish primary school within the Ballarat diocese if geographically possible.
- ◆ Family connection with the College (eg, sister who is current/past student, mother, grandmother, current staff member) and/or our sister Loreto schools.
- ◆ Information pertaining to the Applicant's attitude to, and active involvement in, learning and school life as evidenced through her most recent school report or supporting documentation.
- ◆ Involvement of the Applicant and her family in the broader community.
- ◆ Date on which the application was submitted with the application fee.

*An offer of enrolment to an Applicant is not dependent on all factors having been met, and the above factors are only indicative of matters that may be considered during the enrolment selection process.*

## Expectation of Parents / Guardians

The College fulfils its educational vision in partnership with parents/guardians and students and thus our expectation of parents/guardians is that they are actively involved in their daughter's education. This involvement may take a variety of forms, including attendance at functions specific to the educational programme of their children.

When accepting a place at the College, parents/guardians are deemed to have accepted the College's values and expectations and be committed to support and promote them. It is the expectation that the family and student are willing to participate fully in the life of the College, including the religious and faith dimensions of a Loreto education.

Parents/guardians must comply with the terms of the College's Parent Charter as a condition of enrolment.

## Procedures

An Application for Enrolment package will be available from the College's office.

The College enrolls students from Year 7 to Year 12. An Application for Enrolment can be made when the Applicant enters Year 3.

An Application for Enrolment is a pre-requisite to, but not a guarantee of, enrolment at the College.

The Application for Enrolment package will include:

- ◆ Information in relation to the procedure for submitting the Application for Enrolment.
- ◆ Application Fees and Enrolment Fees and when these are payable.
- ◆ Documentation to be submitted with Application for Enrolment.
- ◆ The College's Conditions of Enrolment, which must be accepted and agreed to by parents/guardians at the time of submitting the Application for Enrolment.
- ◆ The College's Parent Charter, which includes information in relation to parent/guardian obligations and expectations of parents/guardians by the College.
- ◆ Details of information sessions, orientation days, and the interview process.
- ◆ Timeline for processing applications.

While priority is given to Catholic Applicants, consideration will be given to an Applicant who is involved with her family in the faith community of another Christian Church or another Religious Tradition.

## Conditions of Enrolment and Parent Charter

Acceptance of an offer of enrolment is deemed as acceptance of the College's Conditions of Enrolment and Parent Charter, which place binding legal obligations on parents/guardians which the College will enforce.

## Individual Needs

It is important that any additional needs of the Applicant are advised to the College at the time of submitting the Application for Enrolment. Failure to provide all required information, or the provision of misleading information, may result in the College declining to make, or delaying the making of, an offer, or in some

cases result in the subsequent withdrawal of an offer of enrolment at the College.

Where a parent/guardian has declared a medical condition, physical impairment, mental impairment or the need or likelihood of a need for educational support, the College will make an initial assessment of the Applicant's needs in accordance with legal requirements. This may include consultation with the Applicant's parents/guardians. If further or independent assessments are required to be made by non-College personnel, this will be at the expense of the parents/guardians.

The College reserves the right to cancel the proposed enrolment of an Applicant should the College determine that it is not able to reasonably meet the specific needs of the Applicant (even after considering reasonable adjustments), or is not able to provide an environment which is healthy and safe for the applicant.

## Confirmation of Enrolment

The College requires parents/guardians to complete a Confirmation of Enrolment for their child each year of schooling. The Confirmation of Enrolment must be completed and submitted by 1 October each year.

The College may, in its absolute discretion, reject a Confirmation of Enrolment, including in circumstances where a parent/guardian has breached a term of the Parent Charter.

## Termination of Enrolment

The College reserves the right to impose any lawful disciplinary action that the College deems appropriate, or to expel or suspend any student from the College on the grounds of unsatisfactory conduct or performance, failure by the student and/or parents/guardians to comply with the College's rules, policies and procedures (including the College's Conditions of Enrolment), non-compliance by a parent/guardian with the Parent Charter, or upon identification that misleading or inaccurate information was provided to the College or for other reasons deemed appropriate by the Principal of the College.