



M A R I S T C O L L E G E E M E R A L D

# ENROLMENT PROCESS, PRINCIPLES AND GUIDELINES



Marist College has moved to an Online Enrolment System. Please read each part of the application carefully so you are aware of our expectations as far as your child's enrolment at the College. We are all aware that secondary education is an important time when educational foundations are built upon, and seeds for the future are sown.

## Online Application Process

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To begin an online application, follow the link on our college website. The online application process is completed in four stages.

The following documentation will be required in PDF format to be attached when requested:

- Birth certificate or extract or identity documents (certified copy or original sighted if applicable)
- Sacramental certificates (if applicable)
- Health care or concession card (if applicable)
- Documentation relating to additional needs (any reports, action plans, assessments, etc) (if applicable)
- Guardian's driver license
- Court order, parenting plans, access restrictions etc (if applicable)
- Immunisation certificate (only required for students enrolling in secondary schools for the first time)
- Latest school report and/or reference from previous schools

If your child is NOT an Australian Citizen, you will need to provide:

- Passport or travel documents
- Current visa and previous visa documentation
- Evidence of the visa the student has applied for (if the student holds a bridging visa)





## Enrolment Interviews

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Applicants will be invited to attend an Enrolment Interview at the College. It is important that at least one parent or carer, along with the prospective student attend. The interview involves a more detailed explanation of the ethos and educational practices of Marist College and seeks a commitment to these practices. You will be contacted by email with information regarding the interview booking process.

It is important to understand that offers of enrolment at the College are not made at the interview.

### Enrolment Interview Dates

- Tuesday 25th July 2023 (TBC)
- Thursday 27th July 2023 (TBC)

\* Dates above will be for enrolments submitted prior to 12th May 2023

## Offer of Enrolment

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Successful applicants will be notified in writing. Unsuccessful applicants will be notified and offered a place on the waiting list.

## Orientation

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An Orientation Day will be conducted on 28th November 2023 for successful applicants.

## Date Claimers

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Applications are currently open however there is a limit on the places available. We encourage all prospective families to have applications submitted online prior to Friday 12th May 2023.

Applications received after this date may be subject to a waiting list.

Enrolment Interviews – 25th July and 27th July 2023 (TBC)

Orientation Day – Tuesday 28th November 2023

## Contact Details

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If you require any further information about the enrolment process, please contact the College Enrolments Officer, Mrs Keirra Spacie on (07) 4994 9100 or via email: [Keirra.Spacie@rok.catholic.edu.au](mailto:Keirra.Spacie@rok.catholic.edu.au)





## Enrolment Principles and Processes

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Values: Opportunity, Excellence in Learning & Studentship, Inclusivity, Diversity, Justice, Respect, Compassion

Preamble: Catholic schools in the Diocese of Rockhampton seek to be open and accessible to all who seek their values. Whilst priority in enrolment is given to students who are baptised Catholics, students from other faith traditions, where families are willing to support the principles and values of Catholic education, are also welcomed.

In responding to its mission, within Catholic Education in the Diocese of Rockhampton, Marist College seeks to offer a quality education to all enrolled students in a manner which seeks to positively balance the welfare and needs of the student body as a whole and the needs and welfare of the individual student.

### 1. ENROLMENT PRINCIPLES

1.1 Parental Support for the Goals & Values of Catholic Education: Marist enthusiastically offers a Catholic secondary education (Years 7 – 12) to those families who are willing to embrace the Mission and Values of the College and who are willing to accept responsibility to meet the agreed associated costs of schooling at the College(a). Upon accepting an enrolment placement at Marist, Parents & Students enter into a covenant with the College to support the goals and values reflected in the Mission Statement and related policies and procedures.

1.2 Student Commitment to Application: In accordance with our Mission Statement, the College generally accepts a commitment to seek to cater for all types of learners (within the bounds of resource and other relevant limitations). However, the College holds an expectation that, regardless of actual levels of achievement, students will apply themselves to their studies in an earnest and satisfactory manner and a persisting failure to do so will result in a review of the student's enrolment status.

1.3 As a foremost priority, the College is committed to encouraging and supporting diversity and providing both Vocational and Academic pathways. It is also committed to encouraging and promoting sporting and cultural pursuits.

1.4 Special Learning Needs: Applications for enrolment from students with exceptional learning or resourcing needs will be considered in accordance with the relevant Diocesan guidelines.

1.5 Behavioural Issues: Applications for enrolment from students with a persisting record of behavioural difficulties will be assessed on an individual basis. Where a placement is subsequently offered, monitoring of the student's ongoing behavioural record would occur and a failure to make satisfactory progress will result in a review of the student's enrolment status.

1.6 Submission of a fully completed 'Application for Enrolment' does not automatically result in an offer of an enrolment placement at Marist.

1.7 Enrolment at the College is at the discretion of the Principal, who consults with the College Board where appropriate.





## 2. SUPPORTING GUIDELINES

### 2.1 Year 7 (for the next calendar year):

A 'Round One Enrolment Applications Closing Date' is defined each year (usually early in Term 2) and at that point in time all enrolment applications, received at that time, are considered in relation to the following order of priority (Diocesan Education Council Enrolment Policy section 5) and the above provisions (b):

1. Students with siblings who currently attend or have attended the College;
2. Students whose families worship in a Catholic parish;
3. Students whose families demonstrate a commitment to the ethos and values of Catholic Education;
4. Students who are not Catholic(c) but whose families are active in their own Christian denominations or other faith traditions;

Should the number of applications exceed available places in any one year level, special program, or in any particular calendar year, and the above criteria have been met, then the following guidelines will be used in decision-making in relation to the offering of enrolment places:

- Student's attitude to learning and his/her record of academic report to date;
- Parental aspirations and expectations;
- Church/faith commitment(d);
- Previous commitment to Catholic primary/secondary schooling;
- Other relevant factors.

Enrolment Interviews will then be scheduled and offers of a placement for Year 7 made, in accordance with the provisions of this policy. Subsequent applications, received after the first round closing date (above), are also welcome and will be considered in relation to the availability of enrolment vacancies (if any).

### 2.2 Years 8 – 12 Enrolments (and Year 7 following the commencement of a school year):

Offers of placement will be made in accordance with the provisions of the Enrolment Principles & Processes and the availability of enrolment vacancies.





Explanation of Terms:

(a) 'CEAF': The 'Catholic Education Assistance Fund' has been established by the College Board in order to assist families where genuine circumstances may curtail their capacity to meet their full financial commitment to the College. Procedures for seeking a concession are advertised each year and Applications received are considered by the CEAF Management Committee in accordance with the College 'Fees Collection' policy.

(b) A 'Completed' Enrolment Application: A completed Enrolment Application is one where (i) all relevant/ requested information has been provided, (ii) the Application has been lodged by the 'Round One Enrolment Applications Closing Date' (#2.1 above – when relevant) and (iii) any appropriate clauses (#'s 1.1 – 1.55) of the Enrolment Principles & Processes are satisfied.

(c) 'Catholic': For the purposes of the Enrolment Principles & Processes, a 'Catholic' Student is defined as one who has been baptised and has also formally received the Sacraments of Eucharist and Confirmation. (Documentary evidence is required as part of the Enrolment Application process.)

(d) 'Catholic Parish Reference': As an OPTION, families are welcome to approach their Parish Priest to request a Parish Reference and to submit this with their student's enrolment application.

