



MARCELLIN COLLEGE RANDWICK

Enrolment Policy, Procedure & Criteria

Marcellin College is a comprehensive Catholic secondary school for boys in the Marist tradition that has served the eastern suburbs of Sydney since its foundation in 1923. It belongs to the system of Catholic schools of the Archdiocese of Sydney and hence this enrolment policy, procedure & criteria have been developed in cooperation with, and the approval of, the relevant Archdiocesan authorities.

At Marcellin, education in faith has a privileged place, along with the pursuit of excellence in academic, sporting and cultural endeavours. All students undertake studies in Religious Education. The College also provides other opportunities for students to express and deepen their faith in liturgy and other sacraments, in prayer, in Christian service and witness, and in solidarity with those in need in our community.

Priority of enrolment is given to families who are actively Catholic, and who will support and enhance the Marist philosophy of the College. The school also welcomes applicants from other Christian or non-Christian backgrounds, provided they are willing to take part fully in the College's Religious Education Program, understanding that education in faith is an integral component of the curriculum.

Responsibility of Headmaster

The College will advertise the closing date for the official SCS enrolment period, so that the Enrolment Committee can assess the priority of applications. This does not preclude the Headmaster from accepting students to fill any vacancies after that date.

The Headmaster will outline the roles and responsibilities of the Enrolment Committee.

The Headmaster is responsible for ensuring that the College's Enrolment Committee is cognisant of relevant legislation and the principles of procedural fairness.

When enrolling students with special needs, the student must in the first instance meet the usual eligibility requirements for enrolment.

Wherever possible, in situations where demand exceeds the available number of places, the Headmaster will seek to assist students whom they are unable to accept to find a position in an alternative Catholic school.

In the process of enrolling students with disability and additional needs, the Mandatory Planning Procedure must be completed by the Headmaster, in consultation with appropriate regional personnel.

Using the Mandatory Planning Procedure, the Headmaster is required to assess the nature and levels of adjustment necessary for effective educational planning and provision of the student.

The Headmaster (or their delegate) must ensure the effective information exchange between SCS schools regarding a student's academic, pastoral, wellbeing, disability and additional needs including transitioning students' Personalised Plans.

Responsibility of Families and Carers

On enrolment, all parents and students are required to give an undertaking that they will support the Archbishop's Charter for Catholic Schools.

When applying for, and throughout the course of enrolment, parents/caregivers are required to disclose and regularly update all relevant information related to their child's disability and additional needs.

Parents are required to assume responsibility for the timely payment of fees to support the ongoing work of the school, parish and community.

APPLICATION PROCESS - YEAR 7

All prospective enrolments must complete an application form that can be collected from the College office. The following documents need to accompany the completed application form; birth certificate (or other relevant documentation where the student, parent or guardian are not Australian citizens), certificates of the student's sacramental history (Baptism, Eucharist & Confirmation), the two most recent school reports (usually the Semester 2, Year 4 & Semester 1, Year 5 reports), Year 5 NAPLAN results and up to date specialist or medical information that is relevant to the students care and learning needs. There is a non-refundable enrolment application fee.

Applications are invited from students where the following applies:

- Siblings of boys who are enrolled at, or have previously attended Marcellin College.
- Students who are enrolled in Catholic primary schools.
- The sons of Old Boys of Marcellin College.
- Students who are Catholic who attend a State or Independent school, and who can provide a reference* from the parish priest from one of the following parishes:

Clovelly - St Anthony's

Coogee - St Brigid's

Kensington - Our Lady of the Rosary

Maroubra Beach - St Mary & St Joseph

Mascot - St Therese

Randwick - Our Lady of the Sacred Heart

Randwick North - St Margaret Mary's

Rosebery - St Joseph

Waverley - Mary Immaculate

Woollahra - Holy Cross

LATE APPLICATIONS

The College is not in the practice of accepting applications that are outside the intake period.

OFFERS OF ENROLMENT

Offers of enrolment will take place after the intake period has concluded.

YEAR 7 2020 ENROLMENT

Applications for enrolment in Year 7 2020 will be available from Week 5 2018 until Friday 13 April 2018.

*Reference forms are available from the College office.

ENROLMENT CRITERIA

The following priorities apply for enrolment at Marcellin College.

1. Baptised Catholic children of regularly worshipping Catholic families* with strong demonstrable links to the local designated Catholic parish or parishes.
2. Siblings* of children already attending the College (or who have previously attended the College) whose families have demonstrated ongoing support for the ethos and values of the Catholic Church and Marcellin College.
3. Baptised Catholic sons of Old Boys* of regularly worshipping Catholic families with strong demonstrable links to their local parish.
4. Boys of families currently enrolled at the designated Catholic feeder schools who have demonstrated ongoing support for the ethos and values of the Catholic Church.
5. Boys of families who have 'special pastoral circumstances' as assessed by the Enrolment Committee or, where appropriate, the school Headmaster and/or the Parish Priest in conjunction with the Headmaster.
6. Sons of Old Boys from Catholic families not covered in (3) above who are outside the designated Catholic feeder schools or parishes.
7. Boys of Catholic families not covered above or who are outside the designated Catholic feeder schools.
8. Boys of regularly worshipping Orthodox families who have strong demonstrable links to their faith community and who are prepared to support the ethos and values of the Catholic Church and Marcellin College.
9. Boys of regularly worshipping families from other Christian denominations who have strong demonstrable links to their faith community and who are prepared to support the ethos and values of the Catholic Church and Marcellin College.
10. Boys of Orthodox families who are prepared to support the ethos and values of the Catholic Church and Marcellin College.
11. Boys of families from other Christian denominations who are prepared to support the ethos and values of the Catholic Church and Marcellin College.
12. Boys of families from other faith traditions or non-religious backgrounds who are prepared to support the ethos and values of the Catholic Church and Marcellin College.

**Due to the high demand for enrolment at the College, applicants should not assume that even high priority categories will receive a placement offer.*

PRIORITY FOR ACCEPTANCE OF CATHOLIC SCHOOL ENROLMENTS CATHOLIC FEEDER SCHOOLS

The following Catholic primary schools are designated as being the feeder schools for the College. In accordance with the Enrolment Criteria, students who attend these schools receive priority ahead of other Catholic schools.

Clovelly - St Anthony's
Coogee - St Brigid's
Kensington - Our Lady of the Rosary
Maroubra Beach - St Mary & St Joseph
Mascot - St Therese
Randwick - Our Lady of the Sacred Heart
Randwick North - St Margaret Mary's
Waverley – St Charles
Woollahra - Holy Cross

Attendance at one of the schools above, or at any other Catholic school, does not in itself guarantee enrolment at Marcellin College.

SELECTION PROCESS

The selection process involves the analysis of all documentation that is submitted with the enrolment form and each prospective student attending an interview at the College with their parents or guardians. Both the documentation and interview are considered when making selections for enrolment.

Any offer of enrolment is always at the discretion of the Headmaster. This may involve an offer of enrolment outside the hierarchy of the Enrolment Criteria. The offer of enrolment at Marcellin College is made when the College is satisfied that the student and family concerned will benefit from and strongly support and enhance the values that are central to and underpin the life of the College.

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