



# MARCELLIN COLLEGE RANDWICK

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## Enrolment Policy, Procedure & Criteria

SCS Policy - <https://sydcatholicschools.nsw.edu.au/2016/03/26/enrolment-policy-for-systemic-catholic-schools/>

### **Marcellin College Procedures**

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.

### **Responsibility of Principal**

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 Principal from accepting students to fill any vacancies after that date.

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

The Principal 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 Principal 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 Principal, in consultation with appropriate regional personnel.

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

The Principal (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 and attach all required documents.

### **FEEDER PARISHES TO MARCELLIN COLLEGE RANDWICK ARE:**

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 2022 ENROLMENT**

Applications for enrolment in Year 7 2022 are available at [SCS Enrolment Form](#) or can be collected from the College Office.

\*Parish Priest Reference forms are available from the College office.

## **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 Principal.

**Updated February 2019**