

STUDENT ENROLMENT POLICY

RATIONALE

Mercedes College exists to further the mission of the Church in providing Catholic school education in the Mercy tradition to all Catholic children insofar as this is possible.

PRINCIPLES

1. Mercedes College recognizes the uniqueness of each student.
2. Mercedes College has a preferential option for the poor and marginalised.
3. In order to fulfil its mission, Mercedes College will work in partnership with parents who are the first educators of their children.
4. Mercedes College has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
5. Mercedes College shall accept all applications for enrolment. However, the acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
6. Enrolment at Mercedes College shall only be offered where the school has age appropriate accommodation and the requisite resources to respond to the specific needs of the student.

PROCEDURES

1. The parent/guardian must:
 - submit a fully completed application and enrolment form
 - disclose, at interview, any special needs of the prospective student
 - disclose, at interview, any particular medical condition and/or health care requirement of the prospective student
 - provide a copy of any Parenting or Restraint Order that applies to the prospective student
2. Completion and submission of an enrolment application is required before a student can be considered for interview. However, the submission of an application does not guarantee an interview or an offer of placement.
3. Mercedes College may not have the capacity to provide a placement for all applicants and will apply the following enrolment priority:
 - Catholic students with reference of religious commitment of family from the parish priest
 - Those with sisters at Mercedes, or who have attended, and who have proved supportive of policies etc.
 - Daughters of past pupils
 - Other Catholic students
 - Non-Catholic students from Catholic schools
 - Others if any vacancies remain

These priorities may be varied under special circumstances.

4. Enrolment criteria:
 - Parents and students are able to demonstrate a commitment to their faith
 - Parents must be willing to work with and support the College staff and school policies and rules
 - Students must demonstrate a commitment to work to the best of their ability and to be involved in College activities.

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5. Students entering secondary education will be invited for interview using the above priority and enrolment criteria until all available places are filled. The interview will be conducted by a member of the Leadership Team and held up to two years prior to entry. At least one parent/guardian and the student are expected to attend the interview.
6. The annual College Fees and Charges schedule is available. Parents/guardians must discuss with the Principal any aspects related to the fees or payment which may present difficulty for the family.
7. If a parent/guardian has knowingly withheld information relevant to the application/enrolment process then the Principal reserves the right to refuse or terminate enrolment.

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Mercedes College Principal

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