



MARIST COLLEGE ASHGROVE

Marist College Ashgrove's Enrolment Policy and Procedures

Approved by: Deputy Head of College	Date Approved: 17/04/2024	Review Date: 28/04/2025
Person(s) responsible: Director of Enrolments, Head of College, Deputy Head of College		
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This policy outlines the process and procedures with regards to privacy of personal information collected by Marist College Ashgrove for prospective families and students.		

1. Policy Statement

This policy covers all those seeking enrolment at Marist College Ashgrove ("the College"). The College provides a Catholic education for boys in Years 5-12 according to the Marist tradition and is committed to the vision and ethos of St Marcellin Champagnat, founder of the Marist Brothers.

This policy provides processes and guidelines to support the enrolment process at Marist College Ashgrove.

2. Purpose

The purpose of this document is to assist the College to provide a transparent and consistent reference point for enrolment.

3. Guiding Principles

In line with Gospel values, Church teachings and the Marist ethos, this Enrolment Policy is developed to reflect the following principles:

- A deep concern for the education of the minds and hearts of the young.
- The provision of faith and values education and Christian formation to impart and promote respect for all peoples.
- The provision of access which reflects the needs and diversity of the community.



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- d) An acknowledgement that parents/guardians are significant partners with the College both in the enrolment process and the ongoing life of students at the College.
- e) A desire for the provision of excellence in education and effectiveness in evangelisation.

4. Obligations

- a) State / Commonwealth Legislation
 - i. Education (Accreditation of Non-State Schools) Act 2017
 - ii. Education (Accreditation of Non-State Schools) Regulation 2017
 - iii. Information Privacy Act 2009
 - iv. Anti-Discrimination Act 1991 (and amendments)
 - v. Disability Discrimination Act 1992 (Cth)
- b) Marist Ethos
 - i. The educational philosophy of the Marist Brothers is contained within the text *In the Footsteps of Marcellin Champagnat*. Rome 1998. (Copy available on request).

5. Enrolment Process

a) Step 1 – Online Application Form - Part A (Expression of Interest)

The Online Application Form – Part A can be completed from birth or at any stage after that time, prior to the College's closing date for that intake. This is an Expression of Interest that you wish your son to be educated at Marist College Ashgrove. An Administration Fee accompanies this application. The form is lodged online through the College's website with the Administration Fee, and the student information is automatically lodged on the College's database. It is a College requirement that your son's birth certificate is included with this application.

b) Step 2 – Online Application Form - Part B

All those students who have completed Online Application Form (Part A) will be contacted by the Enrolments Office closer to the time of entry. These timelines are as follows:

- i. For Year 5 entry, families will be contacted when their son is in Year 3.
- ii. For Year 7 entry, families will be contacted when their son is in Year 4.



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- iii. For any other entry (or for boarding students), families will be contacted shortly after they lodge the Online Application Form - Part A.

Families are requested to elaborate on their reasons for wanting their son to attend Marist College Ashgrove. Families are also asked to supply further documentation and reports to assist with the enrolment selection process. The College requires full and frank disclosure when completing this application. Failure to do so may result in cancellation of enrolment.

c) Step 3 – Interview

Following a review of the documentation submitted with Online Application Form – Part B, the College may offer applicants an interview. The interview will be conducted by the Head of College or their delegate. It is the College's decision as to whether an applicant will proceed to the interview stage. All applicants require an interview before an Offer of Enrolment is made.

d) Step 4 – Offer of Enrolment and Acceptance

The Enrolments Office informs the applicant and his family of an Offer of Enrolment in writing. Similarly, if no Offer of Enrolment is to be made, this notification will also be in writing from the Enrolments Office.

Parents/guardians must sign the Enrolment Agreement and pay the non-refundable Acceptance Fee by the due date stipulated in the Offer of Enrolment. Failure to do so by the due date will result in the place being offered to another student. The form is lodged online through the College's portal with the Acceptance Fee.

All offers of enrolment are at the discretion of the Head of College.

6. Selection Criteria

Marist College Ashgrove welcomes applications for prospective students whose families are supportive of the objectives and methods of the College, and whose spiritual and educational aspirations are able to be reasonably met.

- a) Consideration is primarily given to baptised Catholic students attending Catholic schools, and to baptised Catholic students attending non-Catholic schools. Active participation in the life of the Catholic Church will be given favourable consideration.
- b) The College will also give consideration to students from other faith traditions who, with their families, support Catholic education and the Marist ethos.



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- c) Special consideration is given to those students who wish to board at the College, in particular those from rural or remote areas.
- d) Applicants who have members of their immediate families as present or past students of the College, or are in active affiliation with the Marist Brothers will be favourably considered.
- e) The College seeks to reflect diversity in the composition of the student population.
- f) All offers are made at the discretion of the Head of College. The Head of College will need to be satisfied, on the basis of advice, collected information and the Head of College's own judgement, that there is a reasonable expectation that an applicant is emotionally, psychologically, socially and academically ready to benefit from the educational programs and structures of the College.
- g) Enrolment is always dependent upon places being available.
- h) Students are normally only accepted as day students if they reside with and are in the direct care of a parent/guardian.
- i) International students (those who are not Australian citizens or permanent residents) will only be accepted once all Australian government requirements have been satisfied.

Meeting the above selection criteria does not guarantee placement. All offers are subject to the Head of College, and the decision is based on multiple variables.

7. Additional College Policies

Students and parents/guardians are required under the Enrolment Agreement to abide by and support College policies.

8. Definitions

Catholic Tradition refers to the richness of Catholic ritual, teachings and wisdom which forms the basis of a Catholic school.

Interview refers to the step in the enrolment selection process prior to an offer being made. This interview will be with the Head of College or their delegate. It can be conducted in person or over the phone/Skype as the Enrolments Office deems appropriate.

Marist Ethos refers to Catholic education enlivened and enriched by the charism and ethos handed down by the founder of the Marist Brothers, St Marcellin Champagnat.

Offer of Enrolment refers to an offer of a place which may or may not be made to the parents/guardians at a time after an interview. This is dependent on the conditions expressed in the Enrolment Agreement. Offers are made at the discretion of the Head of College and are always dependent upon places being available.

Online Application Form – Part A refers to the form completed by parents expressing



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their interest in enrolling their son. The Application Form is accompanied by a non-refundable Administration Fee. Lodgement of an application is not a guarantee of enrolment.

Online Application Form – Part B refers to the form completed by parents shortly before the interview process commences. This is by invitation only, and further documentation is submitted to assist with the enrolment selection process.

Parents/Guardians refers to the persons charged with the legal responsibility for the long term interests of the student until the student is 18 years old.

9. Related Legislation and Documents

- [Education \(Accreditation on Non-State Schools\) Act 2017](#)
- [Education \(Accreditation on Non-State Schools\) Regulation 2017](#)
- [Information Privacy Act 2009](#)
- [Anti-Discrimination Act 1991](#)
- [Disability Discrimination Act 1992 \(Cth\)](#)