



# Genazzano FCJ College

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## Enrolment Policy and Entrance Procedure

### Rationale

Genazzano is a Catholic Girls College from Prep to Year 12 with a co-educational Early Learning Centre, conducted by the Catholic order of sisters, the Faithful Companions of Jesus. In the Spirit of the FCJ Foundress, Marie Madeleine d'Houet, the College seeks to create a caring, inclusive environment, where all can find a place, learn and feel safe and secure.

Enrolment decisions are made by the Principal in line with the policy and procedures outlined below. The College however reserves the right to exercise discretion in responding to the pastoral needs of individual students/families.

### Objectives

The purpose of the enrolment policy is to enable the College to put in place procedures which ensure that:

- All prospective parents are encouraged and welcome to seek information about the nature and ethos of the College and its programs.
- All prospective parents and students are treated fairly.
- The College enrolls students who demonstrate the potential to benefit from and contribute to the life of the school.

### Special Needs

Genazzano FCJ College is an inclusive school committed to educating all students. Prior to entry, so that the College is able to prepare in advance to cater for the specific needs of each child, parents are asked to provide all details about their child's individual needs.

### Policy Statement

A completed Application Form with Application Fee are required before an application is processed. Provided places are available in the required year level, priority is given to:

1. Family of FCJ Sisters
2. Siblings of present/past FCJ students
3. Daughters/granddaughters of alumnae
4. Applicants who are Catholic and who are attending or have attended a Catholic Primary School
5. Applicants who are Catholic and who are attending a non-Catholic Primary School
6. Girls from remote country areas
7. Members of the FCJ international community.
8. The daughters of expatriate Australians
9. Other



Within the above categories, applications are then considered on the basis of the date of application.

## Partnership between parents and the College

Parents of applicants are required to familiarise themselves with the nature and ethos of the College and its philosophy, respect the policies, rules and conditions, and to partake in involvement in the life of the College.

Parents are the first educators of their children. By enrolling their child in a Catholic school, parents enter into a partnership with the school to promote and support their child's education, in particular their education in faith. While the school promotes access to a Catholic education through each school's enrolment policy, it is the parents' responsibility to support the school in furthering the spiritual and academic life of their child.

Applicants will normally reside in the Melbourne metropolitan area or, in the case of boarding students at Years 7–12, from country and overseas areas. International students can also be enrolled from Prep to Year 12.

This Policy is in accordance with the following Acts and Regulations.

- Education and Training Reform Regulations 2017 (Vic.)
- Equal Opportunity Act 2010 (Vic.)
- Disability Discrimination Act 1992 (Cth)
- Privacy Act 1988 (Cth)

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*The Australian family is made up of various forms. Most children are cared for by one or both parents whilst others are taken care of by extended family members, guardians, foster or step-parents. In this policy the use of the term 'parents' is intended to be inclusive of all those people who are the primary care givers responsible for the welfare of individual students.*

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## Policy Review

**Ratified by College Council – August 2019**  
**Due for Review - 2022**



## Entrance Procedures

### Enrolment for children under the minimum school and pre-Prep entry age programs.

The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. The enrolment of students under the minimum starting age is not recommended. REX: D19/18762 Appendix 4: Enrolment Processes and Procedures in Schools 2. In those situations, where a parent/guardian seeks enrolment of a child under the minimum starting age and the Principal agrees to enrol the child in their school, the approval of the Executive Director of Catholic Education Melbourne is required before enrolment can occur. Appendix 6 'Application for Early Age Entry to School' must be submitted to the Executive Director by the Principal for approval to be sought. Supporting documentation from appropriate health or educational professionals detailing substantive reasons for early school entry must be attached to the application, as well as a letter from the parent(s)/guardian(s) requesting an exemption from the policy. It is the responsibility of the parent/guardian to provide the Principal with all appropriate documentation for submission to the Executive Director for consideration. Approval for early age enrolment will only be granted in exceptional circumstances.

### Entrance to the Early Learning Centre (ELC)

To enter the Early Learning Centre's three-year-old class children must have turned three years of age on or prior to 1 February in the year of entry. To enter the Early Learning Centre's four-year-old class children must have turned four years of age on or prior to 30 April in the year of entry. Subject to availability, places may be offered as applications are received. To accept an offer a non-refundable Enrolment Fee of \$750.00 is required to be paid. In Term 2 of the year prior to entry, applicants are met by the Director of ELC so that the needs of all children are known and can be planned and catered for.

### Entrance to Prep – Year 6

Priority to enter Prep is given to current female students attending Genazzano's Early Learning Centre. Students who fall into this category are required to pay \$750.00 as a confirmation of enrolment fee which then meets the school confirmation of enrolment fee of \$1500.00. For all other Prep – Year 6 students, the enrolment process will commence two years prior to entry. Each applicant is interviewed, school reports sighted and discussions are held with the prospective student and parents in order to assess readiness for entry to that year. Parents have a designated time to accept the place by paying a non-refundable Enrolment Fee of \$1500.00.

Accepted Year 5 students undergo diagnostic assessment the year prior to entry, in order to gauge an appreciation of student needs and tailor curriculum provision to meet those needs. Prior to commencement a comprehensive transition program is undertaken, including visits to schools and gathering of student information via current teacher/s and the completion of a 'Genazzano passport' by the student.

### Entrance into Year 7

The enrolment process will commence two years prior to entry. Each applicant is interviewed, school reports sighted and discussions are held with the prospective student and parents in order to assess readiness for entry to that year. Parents have a designated time to accept the place by paying a non-refundable Enrolment Fee of \$1500.00. If the student is a boarding



student a non-refundable Enrolment Fee of \$2000.00 is required, \$500.00 of which is credited to the first tuition invoice.

Accepted Year 7 students undergo diagnostic assessment, the year prior to entry in order to gauge an appreciation of student needs and tailor curriculum provision to meet those needs. Prior to commencement a comprehensive transition program is undertaken, including visits to schools and gathering of student information via current teacher/s and the completion of a 'Genazzano passport' by the student.

### **Entrance to Years 8-12**

Subject to availability, applicants are interviewed, school reports sighted and discussions are held with the prospective student and parents in order to assess readiness for entry to that year. Parents have a designated time to accept the place by paying an Enrolment Fee of \$1500.00. If the student is a boarding student a non-refundable Enrolment Fee of \$2000.00 is required, \$500.00 of which is credited to the first tuition invoice.

Diagnostic assessment takes place for all new students in the first month of the school year. Orientation programs relevant to the induction of students occur at all levels. The Principal will give final approval for enrolments Early Learning Centre to Year 12.