



**CATHOLIC  
EDUCATION  
MELBOURNE**

# Secondary Schools – Protocols Relating to the Implementation of the Enrolment Policy in the Archdiocese of Melbourne

## CEM POLICY 2.4

### Introduction

These protocols are to assist Catholic secondary schools in the managing of enrolment applications made to schools by parents.

They are to assist in providing opportunities to access a Catholic secondary school through the priority parish system as outlined in CEM Policy 2.4 and to maximise the enrolment of Catholic students in Catholic secondary schools. Where possible they take into account parental choice within the priority parish arrangements.

### Enrolment Policy

1. Each school will have developed its enrolment policy in accord with CEM Policy 2.4 and each school will list its priority parishes as part of their policy.
2. Catholic schools will adhere to the 'Key Enrolment Dates for Year 7 Students' determined annually by Catholic Education Melbourne (CEM) in consultation with the PAVCSS. Schools are notified of these dates in July/August two years prior to the enrolment period. The enrolment period will be in the months of late January to November when the student seeking to enroll for commencement in Year 7 is in Year 5.
3. CEM has prepared an Information Brochure to clarify the Enrolment Policy and process for parents. This brochure will assist parents to understand the process of application, priority parishes, and key enrolment dates, etc.
4. Collaboration between neighbouring schools is essential in this process where applications are made to more than one school.

### Protocols

1. Each Catholic secondary school will build a relationship with primary schools [Catholic and Government] in their priority parishes to ensure that prospective parents are fully aware of the opportunities that exist at that school.
2. Schools will not advertise or actively seek enrolments other than in their priority parishes.
3. It is essential that families are allowed, where choice is available, to indicate their preference for one school and still remain eligible for a first round offer from the school of second choice, if they are unable to be accommodated by the school of first choice. Such applicants will be a resident of a priority parish for the school of second choice. An offer should not be made to a family who has accepted an enrolment place at another Catholic school.
4. Where two or more schools share a priority parish (and these are a significant number) it does afford parents a greater degree of choice, but it is essential that the schools work in partnership to develop a process for handling applications made to more than one school.

### Procedures for Determining Offers

1. Schools exchange lists of applicants in electronic form with neighbouring schools with applicants listed in alphabetical order containing the following information: name, religion, gender, current school, residential address, parish of residence, sibling and/or parent connection.
2. Identify students with applications at more than one Catholic school.
3. Communicate with surrounding schools to confirm joint applicants and to establish an agreed process to determine the order of preference of schools. Generally joint applicants who do not belong to a priority parish should not be considered further by that school. However, during the consultative process it is necessary to ensure such applicants are made an offer by a school which is a priority parish for that school.
4. Share the outcome of these processes to establish a revised list of applicants who have nominated the school as their first preference.
5. Rank the reduced list of students according to the criteria outlined in the enrolment policy of each school.
6. Identify students who did not receive a first round, or realistically, a second round offer and who have an application at another school.
7. Communicate the names of these applicants to neighbouring schools for which they have lodged an application and for which they are a resident of a priority parish with the expectation that they would receive a first round offer from the school of second choice.
8. Now exchange lists of offers with neighbouring schools (with same details as in 1).
9. Maintain a list of applicants on the waiting list who have not accepted an offer at another Catholic school.
10. Liaise with neighbouring Catholic schools before making second round offers to ensure that each applicant receives one offer only.

#### Contact

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