



# ENROLMENT POLICY

## Preamble

St Columba's College is a Mary Aikenhead Ministries' College in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Venerable Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries' mission, vision and values of justice, love, compassion and hope.

## Policy Statement

St Columba's is a Catholic College for girls operating within the Mission and Vision of Mary Aikenhead Ministries. This Philosophy recognises the dignity of the individual and the importance of family. The enrolment process at St Columba's operates within the framework of the Enrolment Guidelines of Catholic Education Melbourne.

## Priority in Enrolment

### Year 7 Applications

In processing applications for entry at Year 7, the priority for entry will be:

1. Sisters of students currently enrolled in the College, or of former students who have completed their secondary education at the College. The sister should be a Catholic student preferably attending a Catholic primary school.
2. Catholic students who are daughters of former students and who are attending a Catholic primary school.
3. Catholic students from Aboriginal or Torres Strait Islander ancestry.
4. a. Catholic students living in one of the following priority parishes, and attending the Catholic parish primary school:

<b>Airport West</b>	St Christopher's PS, Airport West St Augustine's PS, Keilor
<b>Ascot Vale</b>	St Mary's PS, Ascot Vale St Margaret's PS, Maribyrnong
<b>Avondale Heights</b>	St Martin de Porres PS, Avondale Heights
<b>Essendon</b>	St Therese's PS, Essendon Resurrection House PS, Essendon
<b>Essendon West</b>	Our Lady of the Nativity PS, Essendon West
<b>Keilor East</b>	St Peter's PS, Keilor East
<b>Moonee Ponds</b>	St Monica's PS, Moonee Ponds
<b>Niddrie</b>	St John Bosco PS, Niddrie
<b>Oak Park</b>	St Francis de Sales PS, Oak Park
<b>Strathmore</b>	St Vincent de Paul PS, Strathmore

4. b. Catholic students living in a priority parish and attending a government, other non-government, or a Catholic school outside the priority parishes.
5. a. Orthodox students living in a priority parish and attending a priority parish school.  
b. Orthodox students living in a priority parish and attending a government school
6. Other:
  - Catholic students living in a non-priority parish and attending the parish school.
  - Any other applicants.

In line with CEM Policy, enrolment offers for Year 7 are made in October of the student's Year 5.

### Year 8-12 Applications

Enrolments of students for Years 8-12 are welcomed. Families will be required to attend an interview with the Principal or the Principal's Delegate once enrolment paperwork has been submitted.

### General Information

An application for enrolment may be made for a girl only after she has commenced Preparatory.

A non-refundable Application Fee is payable and the application must be accompanied by a copy of the applicant's Catholic Baptismal Certificate and Birth Certificate.

Any offer of enrolment is at the discretion of the Principal and each case will be considered individually and on its merits in light of enrolment priorities and the College Vision and Mission Statement, taking into account any special circumstances.

### Related Policies and Guidelines

*Enrolments for schools in the Archdiocese of Melbourne*

<https://www.cem.edu.au/About-Us/Policies/Enrolment-for-Schools.aspx>

#### APPROVAL AND REVIEW

Approval Date:	July 2020
Approval Authority:	College Board
Delegated Contact Person:	College Registrar in conjunction with the Principal
Next Review Date:	July 2022