

Enrolment Policy



POLICY STATEMENT

The vision of the College is to provide a contemporary Mercy education that empowers young women to lead with courage and act justly, making a difference in whatever sphere of life they chose to move, in the spirit of Catherine McAuley.

OLMC is an independent Catholic secondary school that enrolls girls from families seeking a Catholic education in the Mercy tradition. Information regarding the College and student body can be found on the My School website - www.myschool.edu.au

Enrolment decisions at the College are based on the following considerations;

- The year group into which the girl wishes to enrol - the College's main intake is into Year 7 though occasionally vacancies do occur in other years
- The provision of appropriate documentation - all applications must be supported by full documentation as detailed in the enrolment procedures on the College website, www.olmc.nsw.edu.au. If a parent or guardian withholds information relevant to the application/enrolment process then the Principal reserves the right to refuse or terminate enrolment on that ground.
- The capacity of the College to cater for the student's educational needs.
- Total student numbers - OLMC operates on a resource base to meet the educational needs of an enrolment of approximately 1100; the College seeks to keep student numbers close to this target.
- OLMC recognises the uniqueness of each student. The College endeavours to provide for specific needs, educational and other, of a student seeking enrolment. Parents and guardians may be asked to provide independent documentation to inform the identification of educational needs and adjustments that may be required.

Enrolment Priorities

1. All applications accepted up to the closing date for applications. Date of application is not a determining factor in an offer of a place.
2. Applications are then prioritised on the following basis and in the following order:
 - a. Siblings of children attending the College;
 - b. Daughters of alumni
 - c. Daughters of Catholic families
 - d. Daughters of other Christian denominations including Orthodox denomination on the basis of their commitment to their parish and/or commitment to service (as set out below).
 - e. Daughters of non-Christian denominations that show a commitment and respect for Mercy Values
3. a. In the event that the numbers of applications from Catholic families exceed number of available spaces then priority is given to Catholic families that can demonstrate a commitment to their parish and/or commitment to service.

- b. In determining the family's commitment to their parish and/or commitment to service, the College will take into account matters including but not limited to the following
 - i. The Child's completion of sacraments
 - ii. Active participation in their parish and/or local community
 - iii. Any reference provided by their parish priest or a leader of the community
 - iv. Any activity or conduct that demonstrates a commitment to and respect of the Mercy values.
 - c. These matters are at the sole discretion of the Principal
4. Priority also may be given to Indigenous families, refugee or vulnerable families that also indicate a commitment to Mercy Values. This would be on a case by case basis at the discretion of the Principal.

Disability

- **Disability** has the meaning set out in Schedule 1 of this policy.
- Where a child has declared education support needs or a disability or other information has come to light indicating a possible need for education support services or for some measures or actions to assist the child to participate in the College's courses or programs or to use the College's facilities or services, the College will follow the procedure set out in Schedule 1 of this policy.

College Reserves Rights

The College reserves the right not to offer any child a place at the College or to defer the offer of a place to any child in its discretion but particularly when the parents, having been aware of their child's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their child.

The College also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their child's needs.

Continued enrolment

When accepting a place at OLMC Parramatta parents are deemed to have accepted the College's policies, values, procedures and expectations and commit to ongoing support of these. Continued enrolment is dependent upon certain prerequisites such as attendance, behaviour and payment of fees. This information is clearly outlined in the *Conditions of Enrolment and Acceptance of Place Form* signed by parents.

Should a family be unsuccessful in their application, they have the right of appeal against the College's processes. A family can action this appeal by contacting the College Board in writing within 14 days of receipt of notification of an unsuccessful application:

Enrolment Application Appeal
The Chair of the Board OLMC Parramatta
C/o Our Lady of Mercy College Parramatta
Victoria Road
North Parramatta NSW 2150

Schedule 1

Disability, in relation to a child, means (based on the Disability Discrimination Act 1992):

- (a) total or partial loss of the child's bodily or mental functions; or
- (b) total or partial loss of a part of the body; or
- (c) the presence in the body of organisms causing disease or illness; or
- (d) the presence in the body of organisms capable of causing disease or illness; or
- (e) the malfunction, malformation or disfigurement of a part of the child's body; or
- (f) a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
- (g) a disorder, illness or disease that affects a child's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

and includes a disability that:

- (h) presently exists; or
- (i) previously existed but no longer exists; or
- (j) may exist in the future (including because of a genetic predisposition to that disability); or
- (k) is imputed to a person.

To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

Enrolment procedures for a child with a disability

Where a child has declared education support needs or a disability or other information has come to light indicating a possible need for education support services or for some measures or actions to assist the child to participate in the College's courses or programs or to use the College's facilities or services, the College will make an initial assessment of the child's needs. This will include consultation with the child or the child's parents. In addition, the Principal may:

- (a) require the parents to provide medical, psychological or other reports from specialists outside the College;
- (b) obtain an independent assessment of the child.

Where information obtained by the College indicates that the child has a disability, the Principal will seek to identify the exact nature of the child's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the child, if enrolled, would require some measures or actions to assist the child to participate in the College's courses or programs or to use the College's facilities or services that are not required by students who do not have the child's disability. Where the Principal determines that the child would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular child is reasonable, the Principal will have regard to all the relevant circumstances and interests, including:

- (a) the child's disability;
- (b) the views of the child or the child's parents about:
 - (i) whether the particular measure or action is reasonable;
 - (ii) the extent to which the particular measure or action would ensure that the child was able to participate in the College's courses or programs or to use the College's facilities or services on the same basis as a child without the disability;

(c) the effect of the adjustment on the child, including the effect on the child's:

- (i) ability to achieve learning outcomes; and
- (ii) ability to participate in courses or programs; and
- (iii) independence;

(d) the effect of the particular measure or action on anyone else affected, including the College, its staff and other students;

(e) the costs and benefits of taking the particular measure or action.

The College will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the College. In determining whether taking the required measures or actions, even though they are reasonable, would impose unjustifiable hardship on the College, the Principal will take into account all relevant circumstances of the case, including:

- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the College, the child, the family of the child, and the College community); and
- (b) the effect of the disability of the child; and
- (c) the College's financial circumstances and the estimated amount of expenditure required to be made by the College; and
- (d) the availability of financial and other assistance to the College.

Where the Principal determines that the enrolment of the child would require the College to take unreasonable measures or actions to ensure that the child is able to participate in the College's courses or programs, or to use the College's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer.