

# Enrolment Policy and Procedures

## **MAZENOD COLLEGE ENROLMENT POLICY**

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Mazenod College is committed to building a community that provides an Oblate-inspired, Catholic-centred education for boys. We therefore seek to enrol boys and their families who wish to help build such a community.

The College gives priority to students who are baptised into the Catholic Faith and are practising members of a parish community.

As Mazenod College is also a community, we recognise and value students who may already have an existing connection to our school.

Consideration will also be given to other factors as the College seeks to achieve a balanced and inclusive community which is Catholic in its identity.

Attendance at a Catholic primary school does not guarantee enrolment at Mazenod College, nor does attendance at a non-Catholic primary school exclude a student.

Ultimately, the Principal reserves the right to accept students guided by the above principles.

## **ENROLMENT APPLICATIONS**

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From 2020, the main point of entry into the College will be Year 7. Therefore, in 2017, Mazenod will interview students in Year 5 for Year 7 in 2020.

Our standard practice is to interview families approximately two years prior to entry. Thus applications should be lodged at least three years before this time. Entry for students with late

applications and for other year levels is subject to places being available and at the discretion of the Principal in accordance with the Mazenod College Enrolment Policy.

Enrolment at Mazenod will only be offered when the school has age-appropriate positions available and the requisite resources to respond to any specific needs of the student. Further information may be necessary for some applicants to ensure that the College can meet individual needs.

## **PROCEDURES**

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Families are to complete the 'Application for Enrolment' form and lodge it with the College's Administration at least three years prior to entry. It is recommended parents may apply as early as possible. A non-refundable application fee is payable at this time.

Each year, after the closing date for enrolments, a Parent Information Evening will be held; the relevant applications will be assessed and interviews organised with families. It should be noted that an invitation for an interview does not guarantee an offer of a place.

Once interviews are conducted, successful applicants will be contacted and offered a place at the College. A Confirmation of Enrolment form and an Enrolment Contract will accompany this offer, and this must be completed, signed and returned to the College within four weeks of the offer being made to ensure a place at Mazenod College. All families are required to pay a 'once only' Acceptance Fee which is non-refundable.



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