

# St Mary's College for the deaf Enrolment Procedure



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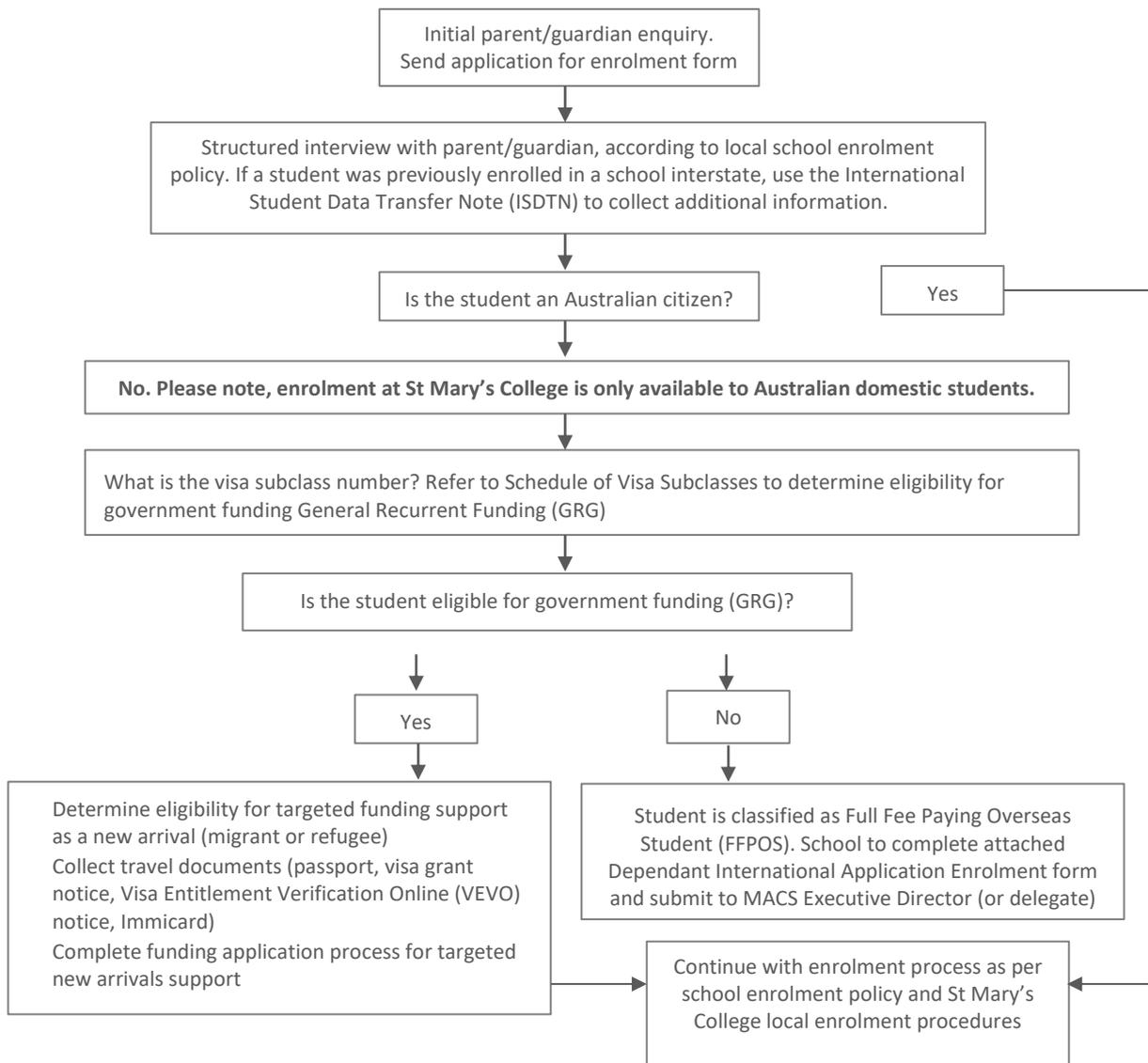


St Mary's College for the deaf (St Mary's College) is a college which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS Specialist Schools Ltd (MACSS).

Parents seeking to enrol their child in St Mary's College should review our Enrolment Policies and Procedures to understand the enrolment procedure and their obligations if the application to enrol their child is successful. A reference to Parent in this document includes a reference to a parent or guardian (as applicable). Enrolment at St Mary's College is only available to Australian domestic students.

## Mandated Enrolment Procedure

To ensure consistency and transparency, we are required to follow the enrolment procedure presented in the following flow chart.



## Children under the minimum school entry age and pre-Prep programs

### *Exemption for enrolment under minimum school entry age*

Under the *Education and Training Reform Act 2006*, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. Victorian children are eligible to commence school if they are **5 years of age on 30 April** in the year they start school.

For children who are deaf or hard of hearing, limited access to auditory input and spoken language during early childhood years results in a range of learning challenges that impede development of literacy skills, language, social skills and executive function. St Mary's College therefore, does not accept applications for enrolment of children under the minimum age and pre-Prep/Foundation programs. If the circumstances are considered exceptional, parents may contact the principal to discuss whether enrolment may be considered and the approval process would then be explained.

## Enrolment Dates

### *Primary enrolment*

St Mary's College welcomes the enrolment of primary students at any time throughout the year, subject to the availability of places within the partner school.

### *Year 7 enrolment*

St Mary's College is afforded a limited number of places within the total capacity of our partner school year 7 enrolments. Collaboration between St Mary's College and our partner schools aims to be open and transparent and consistent with local school enrolment policies and practices. Secondary schools must comply with the upper limit ceiling for Year 7 enrolments for each MACS school or Salesian College, and consider the priority parishes for each school together with the agreed timeline for the Year 7 enrolment procedure. St Mary's College follows the enrolment timeline for MACS secondary schools, subject to availability of places at the partner school.

### *Enrolment of deaf or hard of hearing students who also have additional learning needs*

We welcome parents who wish to enrol a deaf or hard of hearing child who also has additional learning needs, and will explore available options to fully understand and accommodate the child's needs. The procedure for enrolling students with additional learning needs to their hearing is the same as that for enrolling any student. There is collaboration between primary and secondary MACS and/or MACSS schools to ensure coordination and consistency of policy and procedures. The college complies with the relevant Australian and Victorian government legislation when considering the enrolment of a child with additional learning needs.

### *Enrolment of students from interstate*

When enrolling students whose previous school was interstate, we use the protocols of the Interstate Student Data Transfer Note (ISDTN). This is a mandatory requirement of the Australian Government. It is the responsibility of the enrolling school to initiate and manage this procedure, and be sensitive to parent/student consent requirements for the provision of information. All relevant documents and information are available at the Education Council's website [www.educationcouncil.edu.au/EC-Reports-and-Publications/EC-ISDTN/EC-ISDTN--](http://www.educationcouncil.edu.au/EC-Reports-and-Publications/EC-ISDTN/EC-ISDTN--)

## Relevant legislation to be considered when enrolling students in MACSS schools

### *Education and Training Reform Regulations 2017 (Vic.)*

The regulations require a registered school to have a clearly defined enrolment policy that complies with all applicable state and Commonwealth laws. The Principal must be familiar with the relevant provisions of this legislation and Enrolment Policy and, as appropriate, ensure application of this Enrolment Policy.

### ***Equal Opportunity Act 2010 (Vic.)***

This legislation prohibits discrimination by an educational authority against a person in deciding who should be admitted as a student, in the terms on which the authority admits a person as a student, or by refusing or failing to accept the person's application for admission as a student. However, an exception is provided for an educational authority that operates an educational institution wholly or mainly for students of a particular sex, religious belief, age or age group, such that it may exclude from that institution people who are not of the particular sex, religious belief, age or age group. All other discrimination in enrolment of students is prohibited.

### ***Disability Discrimination Act 1992 (Cth)***

Under this legislation, discrimination based on disability is unlawful. It applies to school authorities and their employees. The definition of disability is broad and includes physical, intellectual, psychiatric, sensory, and neurological or learning disability, as well as physical disfigurement and the presence in the body of a disease-causing organism.

Relevant for enrolments, it is unlawful for an educational authority to discriminate against a person on the ground of the person's disability, or a disability of any of the person's associates, by refusing or failing to accept the person's application for admission as a student, or in the terms and conditions on which it is prepared to admit the person as a student.

However, it is not unlawful to refuse or fail to accept a person's application for admission as a student in an educational institution where the person, if admitted as a student by the educational authority, would require services or facilities that are not required by students who do not have a disability and the provision of which would impose unjustifiable hardship on the educational authority. Enrolment applications of this nature are considered in consultation with the partner school.

### ***Privacy Act 1988 (Cth)***

This legislation governs how schools must handle personal information collected as part of the enrolment procedure.

Our governing body has adopted a Privacy Policy in respect of its schools with which we must comply. The college ensures the Privacy Policy is kept up-to-date on the school's website and in applicable forms and school documentation.