Preamble

Parade College is a Catholic secondary school for boys operating in the Edmund Rice tradition as a member of Edmund Rice Education Australia (EREA). The aim of this policy is to ensure that the College is able to accept new enrolments within the guidelines promulgated by the Catholic Education Office Melbourne, while ensuring that applicants seeking a holistic secondary education in the Edmund Rice tradition are treated as fairly as possible.

Principles

1. It is recognised that some applicants have valid claims to priority for selection e.g. brothers already enrolled, fathers or other family members who are former students.
2. Within the limitations of practicability and availability of places, parents have the right of choice of secondary schooling.
3. Parade College observes the processes and dates for Year 7 enrolment procedures set annually by the CEOM.
4. The Principal has ultimate discretion in accepting or refusing applications for enrolment.

Policy

It is the policy of Parade College to consider all applications for boys for admission to the College. While Catholic applicants are given priority, the College is inclusive in outlook and welcomes students from other faith traditions. When numbers outweigh the places available, the following guidelines are put into practice.

Guidelines

1. Students are selected according to the following priorities to fill available spaces:
   a. Brothers of students already in the College
   b. Brothers, sons and grand-sons of Old Paradians
   c. Male students transferring from other Edmund Rice (EREA) schools
   d. Male students whose families reside in one of the designated “Priority Parishes” (Appendix B)
   e. Male students of any religious background who have been enrolled in a Catholic primary school
   f. Sons in families who have special connections with the Christian Brothers or Edmund Rice network
   g. Catholic male students from other Catholic schools
   h. Christian Orthodox male students
   i. Non-Catholic male students from government or independent schools.

2. References or requests from Parish Priests, School Principals, and teachers are taken into consideration when selecting applicants for admission, and any special pastoral or educational reasons for enrolment consideration are duly noted in the process.

3. Lists of applicants for Year 7 are shared with all other Catholic secondary Colleges in the area.

Implementation

1. An interview will be arranged for the families of all applicants prior to decisions being made. If necessary, a second interview will be conducted.

2. Letters indicating acceptance, placement on a waiting list or non-acceptance are mailed to Year 7 families on the date prescribed by the Catholic Education Office.
3. The procedures for applicants for Years 8 – 12 are set out in the Protocol in Appendix A.

Appendix A

ENROLMENT PROCESS FOR YEARS 8 – 12 APPLICATIONS

1. Parents apply for and receive Prospectus Package and Application Form
2. Registrar receives application
3. Registrar contacts previous school for background information on student
4. If all information is satisfactory, Registrar contacts parents to arrange an interview and forwards the appropriate curriculum information and Subject Selection Sheet for completion prior to the interview
5. The Registrar or a member of the Registrar’s Team interviews the prospective applicant and checks subjects selected to ensure correct amount/category have been chosen
6. The Registrar or a member of the Registrar’s Team presents the Enrolment Package to the family consisting of:
   1. Letter of Offer
   2. Acceptance Form
   3. Family Deposit Form
   4. Uniform Policy
   5. Uniform Price List
   6. Map of Parade College
   7. Sketch of Bus Routes
   8. Code of Conduct for Buses and application form for Bus Pass
   9. Charter Bus Application Form (if applicable)
   10. Information Technology Access Policy
   11. Staff and Student Welfare Policy
   12. Appropriate Booklist
7. The Registrar then forwards the subject selection to the time-tabler (DAT) for confirmation
8. The Registrar contacts Student Records to allocate a tutor group/house
9. The Registrar confirms the commencement date with the applicant and his family
10. The Registrar emails all contacts on the NEW STUDENT GROUP EMAIL advising of the student’s name, ID number and commencement date
11. The Registrar arranges for someone to greet the new student at 8.30am in the Admin Foyer and escort him to his tutor room
12. The Registrar gives the Application Form and all other relevant documents to Student Services to open a Student File

Approved by the College Board October 1994, August 2007, August 2010
Revised: May 2000; September 2002; March 2004; August 2007; July 2010
Appendix B

PRIORITy PARISHES

Brunswick East Parish  Our Lady Help of Christians
Brunswick North Parish  St Margaret Mary’s
Brunswick Parish  St Ambrose’s
Brunswick West Parish  St Joseph’s
Bundoora Parish  St Damian’s
Clifton Hill Parish  St John the Baptist
Coburg East Parish  St Bernard’s
Coburg Parish  St Paul’s
Diamond Creek Parish  Sacred Heart
Eltham Parish  Our Lady Help of Christians
Epping Parish  St Peter’s
Fawkner North Parish  St Matthew’s
Fawkner Parish  St Mark’s
Fitzroy North Parish  St Brigid’s
Fitzroy Parish  All Saint’s
Greensborough North Parish  St Thomas’
Greensborough Parish  St Mary’s
Hadfield Parish  St Thomas More’s
Heidelberg West Parish  St Pius X
Kingsbury Parish  Our Lady of the Way
Lalor Parish  St Luke’s
Macleod Parish  St Martin de Tours
Mill Park Parish  St Francis of Assisi
Montmorency Parish  St Francis Xavier
Moreland Parish  St Fidelis’
Northcote Parish  St Joseph’s
Pascoe Vale Parish  St Oliver Plunkett’s
Preston East Parish  Holy Name
Preston Parish  Sacred Heart
Preston West Parish  St Raphael’s
Reservoir East Parish  St Stephen’s
Reservoir North Parish  St Joseph the Worker
Reservoir Parish  St Gabriel’s
Thomastown West Parish  St Clare’s
Thornbury East Parish  Holy Spirit
Thornbury Parish  St Mary’s