



Enrolment Policy

Policy Title	Enrolment Policy
Approved by Council	21 June 2021
Reviewed	March 2022
Next Review	March 2023
Responsible Officer	Chief Operating Officer
Standing Committee	Marketing and Development Standing Committee

Preamble

Mercedes College is a co-educational Reception to Year 12 Catholic School. The College provides a strong values based education encompassing its Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect.

Mercedes College is an International Baccalaureate (IB) world school offering the IB Programme at all three levels:

1. The Primary Years Programme (PYP)
2. Middle Years Programme (MYP) and
3. Diploma Programme (DP) In Years 11 and 12.

Students in Year 11 and Year 12 have the option to choose either the IB Diploma or the South Australian Certificate of Education (SACE). Mercedes College is the only Catholic school in South Australia that offers the International Baccalaureate (IB) across all year levels.

Accredited by the Council of International Schools (CIS), Mercedes College is committed to delivering a high quality, world-class education.

Purpose

This policy outlines the Mercedes College enrolment criteria, and the process for prospective families enrolling their children at the College. The policy has been developed in line with the [South Australian Commission for Catholic Schools \(SACCS\) Enrolment Policy and Procedures 2016](#).

Policy

Mercedes welcomes Catholic families as well as families from other religions, faith traditions, and non-religious backgrounds who will respect the ethos, values, liturgical and sacramental practices and traditions of the College.

Parents are the primary educators of their children, particularly in the area of faith, by providing a home where there is love, acceptance and encouragement. The College aims to build on that education by providing a curriculum that allows for opportunities for students to experience faith in action, reflection, prayer and liturgies that celebrate the College's Catholic identity, Christian principles and a proud Mercy tradition.

Enrolment Selection Criteria

The Enrolment Priority Criteria is used where demand exceeds the number of available enrolment positions. The enrolment of students at Mercedes College is the responsibility of the Principal, and in applying the criteria, the Principal will use their discretion in making the final decision.

As a Catholic school, it is the expectation of the College that all families in the following selection criteria are supportive of the ethos and philosophy it upholds:

- Siblings of children already enrolled at the College
- Children of Mercedes old scholars
- Children of Catholic families (those who have attended a regional parish school will have some priority)
- Children of denominations other than Catholic, who have attended a regional parish school
- Children of families of other denominations.

Completion of an Application for Enrolment does not guarantee a position within the College.

On acceptance of enrolment, it is expected that families will endeavour at all times to work in partnership with the College and its staff and agree to comply with and uphold the College's policies, rules and procedures outlined in the Enrolment Terms and Conditions.

Process of Enrolment

All families are invited to explore Mercedes College by attending a tour, obtaining a Prospectus pack from the Registrar's Office, or by viewing the College website.

1. Approximately two (2) years prior to the anticipated date of commencement of a student, an Application for Enrolment and supporting documentation must be received.
2. On receipt of the Application for Enrolment, an interview with the Principal or Head of School will be scheduled and a position may be offered.
3. Upon an offer being accepted, a confirmation fee of \$1,000 is payable for the first child of which, \$500 will be credited to the initial tuition fee account. For subsequent children, a confirmation fee of \$800 is payable, of which \$500 will be credited to the initial tuition fee account.
Should enrolment be cancelled prior to commencement, the full confirmation fee payment is non-refundable.
4. In the event a position is accepted, the terms detailed in the Position Offer will form part of the Enrolment Terms and Conditions.

Scholarships

A scholarship is a fee remission granted to a family for a predetermined length of time. A limited number of scholarships are available at Mercedes College for qualified applicants.

Applicants wishing to apply for a scholarship are required to complete the relevant Scholarship Application Form.

Related Policies

- [International Student Programme \(ISP\) Policy](#)
- [South Australian Commission for Catholic Schools \(SACCS\) Enrolment Policy 2016](#)