

Enrolment Framework

Advice to principals regarding changes to new and amended policies and forms – May 2023



Melbourne Archdiocese
Catholic Schools

There are new/amended policies in the Enrolment Framework.

The table below provides a summary of the new/amended policies (and related documents) and actions required by principals.

Principals should note or action the following:

- all new/amended policies (and related documents) are labelled v[version number].0 – [year of approval], e.g. v2.0 – 2023
- the current policy version must be used by schools/colleges and published on the school/college website (where indicated)
- policies must be contextualised by the school/college (where indicated)

Principals must ensure that schools implement all new/amended policies by **10 July 2023**.

| New/revised document | Previous version or document | Change | Actions required |
|---|--|---------------------------------|--|
| Enrolment Policy for MACS Schools – 2023 | MACS Enrolment Policy – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none">• Note the updated policy |
| Enrolment Policy – Enrolment Procedures for MACS Schools – 2023 | MACS Enrolment Procedures for Schools – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none">• Update and contextualise the procedures using the updated MACS template• Publish the procedures on the school website |
| Enrolment Policy – Parent/Guardian/Carer Code of Conduct – 2023 | Code of Conduct – Parent/Guardian/Carer – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none">• Update and contextualise the code of conduct using the updated MACS template• Publish on the school website |



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| Enrolment Policy – Student Code of Conduct – 2023 | Code of Conduct – Student – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none"> Update and contextualise the code of conduct using the updated MACS template Publish on the school website |
| Privacy Policy and Procedures – 2023 | Privacy Policy – School Level – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none"> Update and contextualise the school policy using the updated MACS template Publish on the school website |
| Enrolment Policy – Consent to Transfer Information Form – 2023 | School/College Consent to Transfer Information – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none"> Update and contextualise the form using the updated MACS template Publish as part of Enrolment Pack |
| Photography and Recording Permission Form – 2023 | Photography and Recording Permission Form – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none"> Update and contextualise the form using the updated MACS template Publish as part of Enrolment Pack |
| Standard Collection Notice – 2023 | Standard Collection Notice – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none"> Update and contextualise the notice using the updated MACS template Publish as part of the Enrolment Pack |
| Student Acceleration and Retention Policy – 2023 | MACS Student Retention Policy – 2021 School Student Acceleration Policy – 2021 | Policies for the acceleration and retention of students are combined, minor amendments and rebranding. Updated delegation for acceleration of students | <ul style="list-style-type: none"> Principal to note the updated policy and delegations Not for publication on the school website |



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| Student Acceleration and Retention Policy for MACS Schools – 2023 | MACS Student Retention Policy – 2021 School Student Acceleration Policy – 2021 | Policies for the acceleration and retention of students are combined, minor amendments and rebranding | <ul style="list-style-type: none"> Update and contextualise the school policy using the updated MACS template Publish on the school website and as part of the Enrolment Pack |
| Student Acceleration and Retention Policy – Repeating a Year Level Application Form – 2023 | School Application for Repeating a Year Level – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none"> Update and contextualise the form using the updated MACS template Publish with the Student Acceleration and Retention Policy – Schools and as part of the Enrolment Pack |
| Student Acceleration Application Form – 2023 | NA | NA | <ul style="list-style-type: none"> To be used for applications to accelerate (skip) a year of schooling |
| Enrolment Policy – Maximum Age Exemption Application Form – 2023 | School Maximum Age Exemption Application Form – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none"> Update and contextualise the form using the updated MACS template Publish with the Student Acceleration and Retention Policy – Schools and as part of the Enrolment Pack |
| Enrolment Policy – Minimum Age Exemption Application Form – 2023 | School Minimum Age Exemption Application Form – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none"> Update and contextualise the form using the updated MACS template Publish with the Student Acceleration and Retention Policy – Schools and as part of the Enrolment Pack |
| Dependant Full-Fee Paying Overseas Student (FFPOS) Procedure – 2023 | School Dependent Full Fee Paying Overseas Student Application Information – 2023 | Minor amendments and rebranding. | <ul style="list-style-type: none"> Update and contextualise the procedure using the updated MACS template May be published on the school website, if applicable, or as part of Enrolment Pack |



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| Dependant Full Fee Paying Overseas Student (FFPOS) Application Form – 2023 | Student Dependent Full Fee Paying Overseas Student Application Form – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none"> Update and contextualise the form using the updated MACS template May be published on the school website if applicable or as part of Enrolment Pack |
| Dependant International Student Fee Schedule – 2023 | NA | NA | <ul style="list-style-type: none"> Principal to note this document and use as required |
| Enrolment Policy – Primary – 2023 | School Enrolment Policy – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none"> Update and contextualise the school policy using the updated MACS template Primary schools to publish on the school website |
| Enrolment Agreement – Template for Primary Schools – 2023 | Enrolment Agreement – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none"> Update and contextualise the agreement using the updated MACS template Primary schools to publish on the school website |
| Enrolment Form – Primary – 2023 | Enrolment Form (Primary Schools) – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none"> Update and contextualise the form using the updated MACS template Primary schools to publish on the school website |
| School Family Occupation Index Parent Occupation Groups – 2023 | Family Occupation Index: Parent Occupation Groups – 2022 | Minor amendments and rebranding | <ul style="list-style-type: none"> Publish as part of the Enrolment Pack |
| Enrolment Policy – Template Secondary Schools – 2023 | College Enrolment Policy – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none"> Update and contextualise the school policy using the updated MACS template Secondary schools to publish on the school website |
| Enrolment Agreement – Secondary Schools – 2023 | College Enrolment Agreement – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none"> Update and contextualise the agreement using the updated MACS template |



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|--|-------------------------------|---------------------------------|---|
| Enrolment Form – Secondary School – 2023 | College Enrolment Form – 2021 | Minor amendments and rebranding | <ul style="list-style-type: none"> Secondary schools to publish on the school website Update and contextualise the form using the updated MACS template Secondary schools to publish on the school website |

