



### Related Merici Policies

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Inclusion Policy  
Enrolment Policy for Catholic Systemic Schools  
Gifted and Talented Policy

### Purpose

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The purpose of this document is to:

- Communicate to all stakeholders in our IB Merici College community the requirements for enrolment in the DP at Merici College and the College enrolment procedures.
- Provide clear guidelines to all stakeholders by defining appropriate practice for admission to the DP in the context of Merici College.
- Establish the responsibilities of all stakeholders related to admissions at Merici College

### Philosophy

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Merici College is committed to offering an inclusive education to all students who are willing to support the philosophy, values and aims of Catholic schooling.

As a Catholic school in the Canberra Goulburn Archdiocese Merici College adheres to the policies for admissions and enrolments of the CE:

*'Our Catholic schools continually strive to be inclusive places and have an education model that promotes a partnership between individuals, communities and governments based on the principles of equity, needs, access, social justice and religious freedom. Our schools strive for strong partnerships with the parishes they serve. Merici College is open to all who are willing to support the philosophy, values and aims of Catholic schooling'.<sup>1</sup>*

The College recognises that all students have different talents and welcomes diversity to its community as well as applications from students with a range of learning capabilities. The College will take reasonable steps to ensure that students with disability are treated equitably and that unjustifiable hardship is not imposed on the College.

No student is refused enrolment, is excluded, or is disadvantaged because of an inability (as opposed to an unwillingness) on the part of the parents/guardians to meet financial requirements. Merici College works with families to ensure that fee remissions are granted appropriately and consistently so they support those in genuine financial need and allow these parents to maintain their dignity. For those families that have been granted financial assistance, IB examination fees for Diploma Programme candidates will be reviewed in line with the School Fees and Levies Policy to ensure students are supported with their studies.

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<sup>1</sup> Catholic Education, (2018). *Parents Enrolments*, <https://cg.catholic.edu.au/parents/enrolment/>

## Merici College Mission and Vision

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*"Merici challenges you to love life, have hope, be faithful and build futures more wondrous than you dare to dream."*

As a Catholic community aspiring for excellence, Merici College is inspired by our Catholic teachings:

"Whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things." (Philippians 4:8)

We are an innovative, progressive and caring learning community, committed to the well-being of our students and driven by our Catholic values. We work in partnership with parents to provide a nurturing and inclusive environment, which develops young women who can lead and have impact within their communities by showing respect for others, empathy, intercultural understanding and positive stewardship. In order to facilitate the ongoing spiritual, emotional, academic and social development of our young women, Merici College has a comprehensive Pastoral Care system based on Christian beliefs. We create a positive and inclusive learning environment that develops and challenges students who are compassionate, confident and active members of our global community. Our vision for each young woman is that she feels fully prepared to meet the challenges of an increasingly globalised world where differences are valued and respected.

We take St Angela Merici as our guide and as such view each student as a unique individual with inherent dignity.

"The more you esteem them, the more you will love them; the more you love them, the more you will care for and watch over them. And it will be impossible for you not to cherish them day and night, and to have them all engraved in your heart, one by one, for this is how real love acts and works." (St Angela Merici)

Teaching and Learning at Merici College is designed, implemented and evaluated to achieve excellence in education. We promote enthusiasm and energy for learning within our classrooms by utilising a variety of strategies to meet individual student needs. We encourage ownership of learning, higher-order and critical thinking and reflection to empower students and allow them to develop the self-discipline and drive required to become life-long learners.

Our focus is on developing students holistically, so that they become compassionate and active members of our global community: young women who value ethical behaviour, who have a strong yet realistic sense of their own worth, and who are ready to take their place the world.

"Love your daughters equally, do not have any preference for one rather than the other, because they are all children of God, and you do not know what He wishes to make of them." (St Angela Merici)

## Admission to the IB Middle Years Programme

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All students in the junior school (Years 7-10) will be studying, using the IB Middle Years Programme as a framework to deliver the Australian Curriculum. The entry requirements are only that of the College's admission processes. Where students have been identified as 'Gifted' they may be offered personalised learning pathways that could include senior courses (see Gifted and Talented Policy). Students whose learning needs do not allow full participation in the IB programme, will still follow the Australian Curriculum, with modifications as needed to their assessment.

## Admission to the IB Diploma Programme

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Merici College believes that students who wish to challenge themselves both academically and personally should be allowed entrance to the IB Diploma Programme (IB DP). It is expected that all students wishing to study the IB DP at Merici, opt to study for the full Diploma, rather than for course scores.

There is no grade point average, or subject grade (except for Language Acquisition and Mathematics) that must be achieved in order to be permitted to study the IB DP at Merici College, though students are encouraged to discuss with the relevant IB DP teachers about their HL subject selections. Students instead are required to show dedication and resilience to their studies. Students who have the best chance at success in the Diploma Programme are motivated, independent learners who are interested in their courses.

All Senior students, whether completing the ACT BSSS Senior Secondary Certificate or applying to study the IB Diploma Programme, will be provided with course counselling at the admissions stage. This will assist with choosing the appropriate course package and pathway. Students applying to enter the IB Diploma Programme will be required to demonstrate resilience and dedication to their studies through an interview with the IB Diploma Coordinator, VET & Careers Education Coordinator and Head of Senior School in the course counselling process.

### **Acceptance to HL Mathematics and Language Acquisition courses.**

In order to be accepted onto HL Mathematics and to assess students' level of exposure to Language Acquisition, a teacher recommendation must be obtained, and the student must accept the level of study recommended by the teacher. This is to ensure the best chance of success in the Diploma Programme.

For students entering the College during Years 11 and 12 wishing to take the Diploma Programme, the level of knowledge may be clarified by any or all the following ways:

- An oral discussion with the Head of Faculty or their delegate in that subject area
- Previous school reports
- Contact directly with previous school to discuss level of performance
- Written test (not standardised, developed based on any areas that Head of Faculty or delegate deems appropriate).

For current students studying in Year 10 at Merici College wishing to embark on the IB DP in Years 11 and 12, their level of suitability for Language Acquisition and Mathematics will be assessed using their College semester reports, discussion with the student's teachers and Head of Faculty as required. The recommendations will be shared during course counselling sessions with students and their families if not before.

It is strongly recommended that students who are choosing the IB DP pathway take advantage of the extra Mathematics tuition sessions run by the school (no cost to students) and review the list of prior learning topics provided by the IB to work on areas of difficulty. Only students who are currently in 10A or with a 10A level of Mathematics knowledge will be permitted to study Mathematics at HL.

## Processes for Admission to Merici College (All Students)

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Enrolment to Merici College is conducted via an online portal <https://enrolments.merici.act.edu.au/enrol/start> or with an application form available on request. Before finalising an enrolment, interviews are held to ensure that enrolment at the College would be appropriate for the student. Interviews are with the Principal and with applicants for Years 11 and 12, an interview with the Deputy Principal of Learning. These decisions are made on an individual basis and after careful consultation with the family and Catholic Education. Merici College welcomes applications from those not of the Catholic faith if there are places available, on the understanding that all students will support the religious ethos of the College and will participate in Religious Education lessons, liturgical celebrations and retreats where appropriate.

After successful enrolment, IB DP and MYP students will be provided with an electronic form to make their subject selections as needed and an interview will be set up to discuss courses as stated above for DP students.

It is a condition of enrolment that the parents of a child with specific needs advise the College at the time the application for enrolment is made. Parents and guardians will be asked to provide permission for enquiries to be made, in line with relevant privacy provisions, which will allow the College to assess the child's needs adequately.

### Transfers

A student may be admitted to the College at any time during the school year provided there is space available at the College.

Students wishing to study the IBDP will be admitted up until March of Year One (either from the BSSS ACT system or interstate/international).

We will do our best to accommodate students who wish to transfer from other IBDP World schools into Year Two of the IBDP if we can ensure consistency across subject areas. Students wishing to transfer from another IB World School must have their subjects and levels discussed with the IB Coordinator to ensure that assessment, units studied, and courses can be matched and supported by the College.

The College does not run e-assessments for the MYP and students participating in the MYP programme will receive an Merici College MYP Certificate of Achievement if they meet the criteria set out in the Assessment Policy, with a certificate of distinction awarded for students whose overall average scores are greater than 6 across all subjects and a record of participation for those students who have been involved in the programme but didn't meet the set criteria.

## Responsibilities

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The IEC Enrolment Officer will oversee a smooth transition for students entering and leaving the College so that information about inclusive education, students with additional learning needs and IB DP and MYP information is shared as appropriate between the schools involved.

Upon enrolment at Merici College, it is the responsibility of the parents or guardians to supply the school with evidence including assessment reports and all other documentation required in the Catholic Education enrolment policy.

It is the responsibility of the IB Coordinator to check that a student's subject selections allow them to meet the requirements of the Diploma and to provide course counselling as to the suitability of the Diploma for the student.

It is the responsibility of the Mathematics Head of Faculty and the Language Acquisition Faculty in consultation with the Deputy Principal of Learning to determine the level of the ability of a student into IB DP courses in their respective areas.

Students are responsible for engaging positively in the course counselling process and to be an active participant in the selection of the subjects for study as part of the IB DP.

It is the responsibility of the Merici College leadership team to work with educators, specialists, parents, students and all stakeholders to put processes in place to remove barriers to learning for every member of the College community.

## References

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Catholic Education, (2018). *Parents Enrolments*, [online] Available at: <https://cg.catholic.edu.au/parents/enrolment/> [Accessed 19 Sept. 2018]

Merici College, (2019) *Inclusion Policy*. ACT.

Merici College, (2019) *Assessment Policy*. ACT.

## Forms

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Application to Enrol in an Archdiocesan Catholic School and Catholic Schools Enrolment Information Pack at <http://cg.catholic.edu.au/parents/enrolment/>

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Approved by:	Merici Executive
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Merici Contact Officer:	Deputy Principal Learning