



INTERNATIONAL BACCALAUREATE ADMISSIONS POLICY

Related Policies

International Baccalaureate Inclusion Policy
Enrolment Policy for Catholic Systemic Schools
Merici Gifted and Talented Policy

Purpose

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
- 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/enrolment at Merici College

Philosophy

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'.¹

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.

¹ Catholic Education, (2022). *Parents Enrolments*, <https://cg.catholic.edu.au/parents/enrolment/>

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.

Admission to the IB Middle Years Programme

IB Middle Years Programme (MYP)

All students enrolled at Merici College in Years 7-10 are engaged with the Middle Years Programme. Modification for students on Personalised Plans will be made as necessary in the spirit of the MYP and in line with national legislative requirements.

Transfer in Year 10

Students who are transferring from other MYP schools may be eligible for the Merici College MYP Certificate of Distinction or Merit. For students arriving in Year 10, if they have started working on their Personal Project at a previous school, they must speak with the Head of IB who will determine if they are eligible for the Merici College MYP Certificate of Participation and submission of Personal Project to the IB. For students arriving later in Year 10 and have not completed a substantial amount of work for their Personal Project, they will receive a Merici College MYP Record of Participation.

Admission to the IB Diploma Programme

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 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 Head of IB and in addition could include: VET & Careers Education Coordinator, Deputy Principal of Teaching and Learning, Principal and Academic Coordinators in the course counselling process.

Acceptance to HL Mathematics and Language Acquisition courses.

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 Studies Coordinator 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 Studies Coordinator 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 Studies Coordinators 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

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 or their delegate and with applicants for Years 11 and 12, an interview with the Deputy Principal of Teaching and 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 students will be provided with an electronic form to make their subject selections with, and an interview set up to discuss courses as stated above.

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).

Merici will endeavour 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 Head of IB to ensure that assessment, units studied, and courses can be matched and supported by the College.

Responsibilities

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 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 Head of IB 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 Studies Coordinator and the Language Acquisition Studies Coordinator in consultation with the Deputy Principal of Teaching and 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.

It is the role of the Academic Coordinator in liaison with the Deputy Principal of Teaching and Learning or Head of IB to review new students' selection of electives in the MYP (Year 7-10) to ensure they meet the MYP requirements. This includes meeting language acquisition requirements and ensuring that elective choices in Year 7-8 include 8 subject groups and at least 6 in Year 9 and 10 including:

- language and literature
- language acquisition (or a second language and literature course, taught in a different language) individuals and societies
- sciences

- mathematics
- one additional subject group (arts, design, or physical and health education).

These six subject groups must be studied concurrently.

References

Catholic Education, (2022). *Parents Enrolments*, [online] Available at: <https://cg.catholic.edu.au/parents/enrolment/> [Accessed 07 July. 2022]
Merici College, (2019) *Inclusion and Admissions Policy*. ACT.

Forms

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

Approved by: Merici Executive
Implementation Date: January 2020
Policy last Updated: July 2022
Merici Contact Officer: Deputy Principal of Teaching and Learning