



Enrolment and Admissions Policy

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Rationale

Mercedes College aspires towards an inclusive, supportive and collaborative enrolment experience for students, their families and college staff. The admissions experience for new students and their families is an integral component of welcoming them into the Mercedes College community, and sharing the college values through a lived experience.

College Registrars, Director of Wellbeing, Director of Learning Enrichment, Heads of School and Year Level Leaders work collaboratively, with each other and with families, to support and encourage student enrolments. College staff implement a transparent admissions process which is equitable, free from discrimination and student-centred.

This Policy has been developed in line with the South Australian Commission for Catholic Schools (SACCS) Enrolment Policy and Procedures 2016 and reflects the admission requirements for the different academic programs as specified by International Baccalaureate (IB) Standards and Practices and relevant South Australian Certificate of Education (SACE) Policies. This Policy also reflects the 'Standards for Enrolment – Part 4' as outlined by the Disability Standards for Education (2005).

This Policy is one of 5 Policies mandated by the IB Organisation and provides an outline of the Mercedes College enrolment and admissions criteria, and the process for prospective families when enrolling their children at the college.

Guiding Principles

Mercedes College Mission

As a Catholic school in the Mercy tradition and inspired by the Gospels, we work in partnership with families enabling students to flourish in all aspects of their humanity and thus contribute to a better and more peaceful world.

Mercedes College Vision

To be a sustainable, internationally minded world-class school, providing a holistic educational experience for our students within a unique culture and community where we honour traditions and live the Mercy Keys.

Mercedes College Values

We live by the Mercy Keys: Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect across our daily interactions and strategic decisions

IB Mission

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organisation works with schools, governments and international organisations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Our Admissions Philosophy

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 along with the attributes of the IB Learner Profile.

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

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

Families 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.

We aim for diversity of gender, culture, and nationality whilst meeting a child's needs at the school, as we consider a student for admission.

Mercedes College promotes itself as a welcoming, diverse, hardworking, internationally minded community of life-long learners.

Mercedes College offers the IB Program at all 3 levels of schooling:

- IB Primary Years Program (PYP) – Reception to Year 5
- IB Middle Years Program (MYP) – Year 6 to Year 10
- IB and Diploma Program (DP) - Year 11 and Year 12



The South Australian Certificate of Education (SACE) is also offered from Year 10 to Year 12. Students in the Senior School (Year 10 to Year 12) may therefore choose the DP or SACE learning pathways to cater for the broadest possible range of students and their learning preferences.

Students will participate in activities that reflect a South Australian Commission for Catholic Schools (SACCS) school.

Students are expected to contribute to the culture and life of the College.

Standards for Enrolment

Mercedes College is committed to taking reasonable steps to ensure that prospective students and their families can access and participate in the enrolment process. In recognising the diverse needs of prospective students and their families, inclusive practices around enrolment (such as electronic enrolment forms and assistance from College Registrars) are implemented.

Where cultural or linguistic diversity present barriers to enrolment, the College implements reasonable steps to offer equity and assistance for prospective families.

Where a student with a disability is seeking enrolment, the College ensures processes and procedures on the same basis as a student without a disability, free from discrimination. The college also implements measures to ensure the enrolment process is accessible to the families of prospective students. Information about College entry requirements, the choice of courses and programs, and educational settings is accessible to prospective students and families to foster informed choices.

Enrolment Priority Criteria

The Enrolment Priority Criteria is used in situations 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.

Offers of admission are presented in the following priority:

- Siblings of children already enrolled at the college.
- Scholarship recipients.
- Children of Mercedes College old scholars.
- Children of Mercedes College staff.
- 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.
- Efforts to maintain gender balance.
- Based on order of enrolment application.

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.

Scholarships

A scholarship is a fee remission granted to a family for a predetermined length of time. A limited number of scholarships are available in Year 10 at Mercedes College for qualified applicants.

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

Connections to other IB Policies

Admissions and Language

As part of the application process, a student's language profile is created based on their identified mother tongue (home language) proficiency and other language experience.

Students for whom English is an additional language or dialect (EALD) will flourish when their functional command of English allows them to access the curriculum. Students may be required to access additional English support within or outside the college.

Undertaking an additional language is a requirement of the IB and therefore an assumption for enrolment in an IB program of learning. A student's level of language proficiency will be assessed as part of the admissions process to identify placement in the appropriate language class.

Admissions and Inclusion

Mercedes College is committed to inclusive practices and every effort is made to allow full access to learning programs for all enrolled students. Where a student has an identified learning or well-being need, adjustments may be made to the usual admissions process, including the provision of additional transition visits, planning and development of a Personalised Plan for Learning, observations of students in their current education settings and collaboration with relevant external professionals/health providers.

In accepting an application, the college will provide support and structures that fosters access to the learning programs, aligned to the College Inclusion Policy. The college will monitor and evaluate its efforts to provide students with equal opportunities to undertake the learning programs.

Students may be exempted from certain subjects or requirements based on identified complex learning needs and diagnostic assessment data. Approval for modifications to learning pathways may be required from the IB Organisation or SACE Board. These students will continue to participate in other components of the learning program where applicable.

We expect families to share information that helps us to determine the services to offer to students, in terms of inclusive access arrangements and reasonable adjustments.

Students may be required to undertake standardised assessments in literacy, numeracy and general academic



aptitude in order to identify appropriate levels of support and provide a mechanism to monitor progress.

Admissions and Academic Integrity

Breaches of academic integrity may result in applications being rejected or enrolments being cancelled.

Program Admissions Requirements

Enrolment processes will identify the compulsory requirements of learning programs and expectations of families. This includes any additional costs expected by families and requirement documentation to assist in mapping the learning pathway for students.

Enrolment in senior years is subject to the approval of the IB Diploma and SACE Coordinators to ensure program pattern requirements are met.

Students transferring from other IB Diploma schools must provide contact details of the school's Diploma Coordinator.

In addition to participation in Religious Education, students are expected to participate in all compulsory aspects of the learning programs provided by the college.

IB Primary Years Program (Reception to Year 5):

- French
- PYP Exhibition
- Service as action

IB Middle Years Program (Year 6 to Year 10):

- French or Indonesian (up to an including Year 10)
- Personal Project (Year 10)
- Service learning

IB Diploma Program (Year 11 and Year 12):

- Study pattern requirements and entry.
- A minimum Year 10 standard of English. (Students below this standard will be required to complete bridging English language courses before they can be considered.)
- An additional language (the level of continuing language from MYP is based on recommendation from MYP teacher / Learning Area Leader – Languages).
- An achievement of 5 or better in Year 10 Advanced Mathematics, or have received recommendation from MYP teacher / Learning Area Leader – Mathematics in order to study HL Mathematics.

SACE (Year 10 to Year 12)

- Study pattern requirements.
- A minimum Year 8 standard of English. (Students below this standard will be required to complete bridging English language courses before they can be considered.)

Policy Review

This policy was reviewed in 2022 to bring the existing Enrolment Policy in line with IB and CIS requirements regarding admissions.

Related Policies and Supporting Documents

International Student Program (ISP) Policy

South Australian Commission for Catholic Schools (SACCS) Enrolment Policy 2016

Commissioner for Children and Young People's 2022 Project Report (2022)

Disability Standards for Education (2005)