

Enrolment Framework

Advice to principals regarding MACS board-approved procedures and forms – February 2026



Melbourne Archdiocese
Catholic Schools

The MACS board and executive director have approved changes in the Enrolment Framework.

Principals should note or action the following:

- all board-approved procedures and associated documents are labelled Concessional Fee Program – Procedures – v2.0 - 2026
- the current, approved policy version must be used by schools/colleges and published on websites where indicated
- policies/documents must be contextualised by the school/college where indicated
- existing school policies/documents should be checked to ensure they are the current, approved versions
- actions must be completed by the dates indicated below. If no date is indicated the change should be made as soon as practicable.

Document name	Previous version or document (if different to the board-approved document)	Change	Actions required
Concessional Fee Program – Procedures (MACS Primary Schools)– v2.0 – 2026	• Concessional Fee Policy for MACS primary schools – v2.0 – 2023 • Concessional Fee Program – Procedures – MACS Primary Schools – v1.0 – 2023	Key updates include: • Clear and consistent eligibility criteria for concessional school fees, including guidance for split family arrangements • Updated concessional fee amounts for 2026. These amounts will be reviewed annually to ensure suitability • Review and refresh of Application forms and Application communication templates to ensure relevance.	• Principals must ensure all relevant staff are informed of the updated Concessional Fee Program – Procedures. • Principals should note that the procedures apply to MACS primary schools and must be implemented as outlined. • Not for publication on the school website.



Concessional Fee Program – Procedures – Template for Schools – v2.0 – 2026	[insert school] Concessional Fee Policy – v2.0 – 2023	Simplified version for parents and carers	For publication on primary school websites
2026 Concessional Fee Notice	N/A		For publication on primary school websites
Concessional Fee Policy Application Form – v3.0 – 2026	School Fees Concession Program – v2.0 – 2023		For publication on primary school website
Letter to Applicant – Approved – v3.0 – 2026	School Fees Concession Program – v2.0 – 2023		- To be used by schools in correspondences with families - Not for publication on school website
Letter to Applicant-Declined – v3.0 – 2026	School Fees Concession Program – Declined – v2.0 – 2023		- To be used by schools in correspondences with families - Not for publication on school website

