



# ENROLMENT POLICY

## INTRODUCTION

This policy outlines the process for the enrolment of students at St Kevin's College from Preparatory to Year 12. It needs to be noted that even though all criteria for enrolment may be met, there are often more applicants than places available. Inevitably there will be applicants to whom the College will be unable to offer a place.

## DEFINITION

St Kevin's College, in keeping with its Catholic heritage, Edmund Rice tradition and inspired by the contemplative spirit of St Kevin of Glendalough, is centred on Christ's transforming vision of humanity. In this spirit, St Kevin's College aims to be a welcoming and hospitable community that will provide strong witness to Gospel values. The College is committed to valuing:

- An understanding that true conversion of the heart best occurs within a community that reflects authentically in all its structures and lives, the full richness of the Gospel call to justice and peace.
- A genuine love of learning and fostering academic excellence and achievement.
- Assistance for students to achieve their potential academically, culturally, physically, socially and spiritually.
- A sense of family in the way that it sets about creating a community that extends to all a strong sense of belonging.
- The College religious rituals, liturgies and celebrations as significant events in the nurturing of faith of both the community and individuals.

In accordance with these principles, St Kevin's College through its Principal and staff, receive young men into the College as students and members of the College community.

## GUIDELINES

### 1. Enrolment Criteria

The criteria used are multi-dimensional; no simple criterion (other than spiritual development) is taken in isolation; the College looks for the whole person and attempts to choose applicants who will be best suited to the holistic schooling offered at St Kevin's College.

All offers are made at the discretion of the Principal. The Principal needs to be satisfied that there is reasonable expectation that an applicant is ready to benefit from the educational programs and structures of the College.

A range of criteria including the following is taken into account in offering a student a place:

- Baptised Catholics continuing in the practice of their faith and whose families respect the spiritual and religious dimensions of the education provided at St Kevin's College.
- Brothers of current or past students and sons of Old Collegians.
- Applicants with other direct family links to St Kevin's College (e.g. uncles).
- Applicants with association with other Edmund Rice schools.
- Applicants who demonstrate the potential to benefit from and contribute to the life of the school.
- Date of application.
- Applicant interview with the Dean of Admissions or Senior Staff.
- The College's ability to serve the educational needs of each child.

## 2. Extrinsic College enrolment policies

In enrolling a student, due consideration will be given to other responsible bodies and their policies. The Catholic Archdiocese of Melbourne, the procedures of the Association of Heads of Independent Schools of Australia, the Associated Public Schools of Victoria and other schools, will be duly respected. St Kevin's will be compliant with applicable Victorian State and Australian Federal legislation and law.

## 3. Enrolment process

The Principal is responsible for the enrolment of students. The Principal is assisted by the Dean of Admissions and senior staff (Director and Assistant Director of Junior School) who will perform the enrolment process according to College policy and under the direction of the Principal.

- Parents will make initial application by completing an Application for Enrolment Form, signing their agreement to the conditions within. The non-refundable application fee of \$200 (inclusive of GST) for each child must accompany the Application for Enrolment Form.
- The Dean of Admissions will obtain prior to interview:
  - Proof of a student's Catholic Baptism and evidence of any other sacraments received;
  - NAPLAN results;
  - the two most recent academic reports;
  - any other formal testing results or materials which the family or College believes must be examined prior to considering a boy for a position;
  - the College Questionnaire provided as part of the enrolment process.
- At the interview the nature of the College will be detailed and the financial requirements for attendance as well as the conditions of enrolment will be explained. Please note that the ability and commitment to the payment of fees is presumed of all parents who sign the Acceptance of Position form. A rigorously objective self-appraisal by parents of their capacity to pay in full over the enrolment period is essential. Honesty at acceptance will spare all parties any future embarrassment.
- Request for further assessment or information from past assessments may be required.

Upon confirmation of enrolment, families accepting places at St Kevin's College are required to make a single non-refundable payment of \$2,500 for their first son, \$2,000 for their second son and \$1,500 for each subsequent son. This sum is nominated from time to time by the Principal in consultation with the Board of St Kevin's College Ltd.

## 4. Scholarships

St Kevin's College may offer academic, choral and instrumental music scholarships based on testing or audition, to worthy and eligible students. The scholarships offered will provide fee subsidies to various levels and to various aspects of College life. The provision of such scholarships shall be at the discretion of the Principal, or nominated delegate, subject to an annual review.

## 5. Bursaries

An Edmund Rice Bursary is available to secondary-age students. These bursaries are designed to open a St Kevin's education to young Catholic men whose families would otherwise not be able to consider a St Kevin's education. Applications are made directly to the Principal with supporting evidence of a student's ability to contribute to the life of the College. All Edmund Rice Bursaries are means-tested.

## 6. School fee assistance

As a school in the tradition of Edmund Rice who devoted his life and riches to the education of the poor, some enrolment and continuance at the College may be given to those less able to meet the full obligation of fees. The implementation and operation of this school fee assistance shall be at the discretion of the Principal, or nominated delegate, subject to an annual review.

## REVIEW

This policy will be reviewed every two years or as determined by the Board of St Kevin's College Ltd.

## TERMS AND CONDITIONS OF ENTRY TO ST KEVIN'S COLLEGE

- 1 The parent or guardian responsible for payment of fees shall pay such fees and associated charges as fixed by the Principal and Board of St Kevin's College Ltd.
- 2 All fees and associated charges shall be paid by the date stipulated.
- 3 It is the responsibility of the parent or guardian to notify the College of any changes in family circumstances that could affect the wellbeing of a student.
- 4 Prior to any student leaving the College, a term's notice of intention must be given by the parent or guardian in writing to the Dean of Admissions - [enrolments@stkevins.vic.edu.au](mailto:enrolments@stkevins.vic.edu.au).
- 5 All students are subject to such policies and procedures as may, from time to time, be issued and/or updated by the Principal. Parents are expected to ensure that their sons obey College policies and procedures.
- 6 Students must wear the school uniform in good and clean condition.
- 7 The parents or guardians will make good any wilful damage to school property or apparatus other than fair wear and tear caused by a student.
- 8 All students are expected to make themselves available for inter-school sport and to take part in physical education and the outdoor education program unless there is medical evidence to state otherwise.
- 9 If a student is absent from the College through illness, the College should be notified on the day of absence and, on his return, the student must bring a note from his parent or guardian addressed to the homeroom teacher.
- 10 The College reserves the right to discipline, suspend, negotiate a transfer or expel any student whose behaviour or that of their parent or guardian breaches College Codes of Conduct, Policies, Procedures or the Safety and Wellbeing of others.
- 11 The College reserves the right to amend any condition without prior notice.
- 12 St Kevin's College is authorised to use photographs and video footage taken of the student while attending the College or during College activities in internal publications and in the St Kevin's College Annual. Parents are asked to consent to the use of their son's image for external publications and electronic media upon offer. It is a requirement of the College that parents are respectful of the privacy and rights of others in relation to taking and/or disseminating any photos or videos of College activities.
- 13 The College collects personal information, including sensitive information, about students and parents/guardians before and during the course of the student's enrolment at the College. The primary purpose of collecting this information is to deliver educational services to the student. Some of the information collected is also to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care. The College's Privacy Policy applies to the collection, use and disclosure of personal information by the College. (The complete *Privacy Policy* of the College may be found on the St Kevin's College website <https://www.stkevins.vic.edu.au/publications/policy-reports>).
- 14 The references in these Conditions of Entry are to each parent or guardian who has signed the Application for Enrolment in relation to the enrolment of their son and, if more than one, each of them jointly and severally so that each of the obligations in these Conditions of Entry upon the parents/guardians are joint and several. The parents/guardians must ensure that the College's records on the student and their family are correct and up-to-date at all times and in particular that the College is fully informed at all times as to the parents' and student's residential address/es. The College should be notified promptly of any changes of address or contact information.
- 15 The College holds personal accident insurance for all enrolled students. The cover excludes any refund gaps for costs covered by Medicare. For further information, contact the Governance Advisor at [risk@stkevins.vic.edu.au](mailto:risk@stkevins.vic.edu.au).
- 16 College funds may be used for St Peter's ELC.