



ENROLMENT POLICY

INTRODUCTION

St Kevin's College, in keeping with its Catholic heritage, Edmund Rice tradition and history and inspired by the contemplative spirit of St Kevin and Glendalough, is centered 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.

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.

GUIDELINES

1. Enrolment Criteria

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
- Boys currently enrolled at the St Peter's Early Learning Centre
- Brothers of current or past students
- Sons or Grandsons of Old Collegians
- Sons of current Staff Members
- Applicants with other direct family links to St Kevin's College (e.g. uncle)
- Date of application
- Applicants who demonstrate the potential to benefit from and contribute to the life of the College
- Applicant Interview with the Dean of Admissions or Senior Staff
- The College's ability to serve the educational needs of each child, noting that the College will make reasonable adjustments including (but not limited to) curriculum and co-curricular modifications, physical adjustments and educational and wellbeing support to accommodate a child with special needs/disabilities

2. Extrinsic College Enrolment Policies

The College's Enrolment Policy has been informed by the policies of the Melbourne Archdiocese Catholic Schools (MACS) and the Department of Education (DET) and the procedures of the Associated Public Schools (APS) of Victoria. St Kevin's College will be compliant with applicable Victorian State and Australian Federal legislation and law.

3. Enrolment Intake Year Levels

The enrolment intake years for the College are currently as follows, however applications for enrolments outside of these year levels or in the middle of the College year will be considered if vacancies become available.

- Prep
- Year 5
- Year 7

All applicants are given the opportunity to attend an interview.

4. Enrolment Process

The Principal is responsible for the enrolment of students. The Principal is assisted by the Dean of Admissions and Senior Staff 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, signing their agreement to the conditions within. The application Fee of \$500 for the first child, \$100 for the second child and \$50 for each subsequent child must accompany the Application Form. The Application Fee is non-refundable.
- The Dean of Admissions will obtain prior to interview:
 - Proof of a student's Catholic Baptism and evidence of any other sacraments received;
 - Birth Certificate;
 - Immunisation History;
 - 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 and 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 a 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 being nominated from time to time by the Principal in consultation with the SKC Board. This payment is used to cover administration costs associated with the enrolment process.

5. Termination of Enrolment

In accordance with the College's Enrolment Agreement, the College reserves the right to review or terminate enrolment of a student for breach of the College's terms and conditions. Such decisions are made by the Principal. Parents who are dissatisfied with the termination of enrolment may appeal the decision of the Principal to the SKC Board in writing in accordance with the College's Parental and Student Complaints Policy.

6. School Fees

College fees are published on the College Website (see link below) and are reviewed by the St Kevin's College (SKC) Board in consultation with the Principal on an annual basis. [Fee Schedule](#)

7. 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 tuition fee subsidies to various levels. The provision of such scholarships shall be at the discretion of the Principal and subject to an annual review.

8. Bursaries

A Bursary is available to secondary age students. These bursaries are designed to open a St Kevin's College education to students whose family would otherwise not be able to consider a St Kevin's College 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 Bursaries are means tested.

9. 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 absolute discretion of the Principal subject to an annual review.

10. Early Learning Centre

A proportion of funds raised or fees collected may be applied to the St Peter's Early Learning Centre.

11. Privacy

St Kevin's College is committed to protecting the privacy and security of personal information provided by you to us. The College collects personal information including sensitive information about students and parents or guardians before and during the course of a student's enrolment. The primary purpose of collecting this information is to enable the College to provide schooling for your son. It also provides information, which the College is required to collect for reporting purposes. Please see the College [Privacy Policy](#) for more information.

12. Nationally Consistent Collection of Data on School Students with a Disability (NCCD)

In accordance with Australian Education Regulation 2013 (Cth), if a student is deemed to have a disability, now or in the future, parents are requested to consent, refer to the Family Information Form [insert link] to the data relating to the levels of adjustments made by the College (to enable the student to participate in education on the same basis as other students) to being submitted to the Australian Government Department of Education. This data is stored in accordance with the College's Privacy Policy.

13. Enrolment Agreement

For information relating to the terms and conditions of entry to St Kevin's College, refer to the Enrolment Agreement.

RELATED POLICIES AND PROCEDURES

- Enrolment Agreement
- Privacy Policy

REVIEW

This policy will be reviewed every two years or as determined by the SKC Board.