



Enrolment Policy

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Constructed/Reviewed by: Director of Governance, Director of Finance, Director of Development	
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1 Preamble

The Enrolment Policy is set in the context of the mission and vision Statement of St Kevin's College (the **College**), where we seek to live, learn and teach with the values of the Catholic Church and those of the College -*compassion, integrity and excellence*. The College is committed to standards of *excellence* in the formation of young people. We lead through the values of the Gospel and in the spirituality of Edmund Rice. We strive with *compassion and integrity* to build a better world.

The College is inclusive and welcomes staff, students and parents/guardians with differing and varying needs. The College is a Catholic school for boys and is committed to providing a safe and educationally supportive environment. The College values and encourages participation by all, regardless of any difference in being for example, an Aboriginal and Torres Strait Islander, disability, race, religion, physical and neurodiversity or otherwise. The College is registered as a school for domestic students only.

Child Safety

The College is committed to providing a safe and educationally supportive environment for students where there is no tolerance policy for child abuse. To support this safeguarding the College complies with *Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises* and the Child Safe Standards and the requirements specified within the Ministerial Order.

2 Purpose and Scope

2.1 The College currently provides a school curriculum for students:

- (a) The Early Learning Centre (**ELC**), which is based on the Australian National Quality Standards for early education and care services.
- (b) Prep to Year 10 based on the current *Victorian Curriculum FJD* or equivalent standards if this is superseded.
- (c) Years 11 and 12 based on the Victorian Certificate of Education.

2.2 This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the College including specifically the College's approach to inclusivity.

3 Aim and Key Principles

3.1 Through this policy, the College aims to:

- (a) Maintain an open and fair procedure for the enrolment of students seeking enrolment to the College.
- (b) Ensure the procedure for enrolment to the College is fair, transparent and not unlawfully discriminatory.
- (c) Explain clearly to prospective parents/guardians (referred to as **parents** for convenience) the College's enrolment process (from enquiry to enrolment).
- (d) Ensure that the College can provide for the educational needs of all its students in a manner that reflects the College's duty of care obligations.
- (e) Ensure the College maintains its core values. Promote a Catholic education framework and faith ethos, and a learning environment where students are educated and nurtured as members of a faith community.
- (f) Ensure the College complies with its commitments to supporting students with differing and varying needs, including by making reasonable adjustments where appropriate, and providing a pastoral and learning environment that supports their needs.
- (g) Comply with the requirements of the *Education and Training Reform Act 2006* (Vic) (as amended or replaced from time to time), and other relevant legislation.
- (h) Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the student's identity, immunisation and visa status (for further detail, refer to clause 15).

3.2 To assist in achieving the above aims, the College has allocated the following responsibilities:

Position/ Roles	Responsibilities
SKC Ltd Board	<ul style="list-style-type: none"> ● Ensure the College meets its legal and regulatory responsibilities, including those which relate to inclusivity. ● Review and endorse this policy. ● Review and set the annual tuition fees on an annual basis and otherwise as required.
Principal	<ul style="list-style-type: none"> ● Establish and implement an enrolment policy and procedure that is open, fair and complies with all College registration, the College's Constitution and other applicable legislation. ● Final decision-maker in relation to enrolment decisions (via the Enrolment Panel or nominated delegate)

Position/ Roles	Responsibilities
Dean of Admissions	<ul style="list-style-type: none"> ● Ensure compliance with this policy. ● Provide prospective parents with the necessary information about the enrolment processes. ● Leads the enrolment process.
Parents	<ul style="list-style-type: none"> ● Read and comply with this policy. ● When seeking enrolment of a prospective student, complete the application for enrolment form as contained in the College's enrolment documentation (available on the College's website). ● Disclose their child's needs (including those which are diagnosed, undiagnosed and suspected), or information which may otherwise be relevant to the College providing an education to the child, the child's welfare, or the education and welfare of other students.

4 Entry Points

4.1 The main enrolment entry points into the College are traditionally:

- (a) The ELC.
- (b) Preparatory (**Prep**).
- (c) Year 5.
- (d) Year 7.

4.2 Places of enrolment may be offered at other levels if vacancies exist.

4.3 Parents may apply for a place at the College for their child at any time from the child's birth.

4.4 To be eligible for admission into the ELC, children must be three years of age for three-year-old ELC or four years of age for four-year-old ELC on or before 30 April in the year they begin schooling and fully toilet trained upon commencement.

4.5 To be eligible for admission to Prep, children must be five years of age on or before 30 April in the year they begin schooling and, in the College's reasonable opinion, school ready.

4.6 In determining the College-readiness of a child, which is assessed against the College's commitment to inclusivity, the following are examples of factors that will be considered:

- (a) Separation: Is the child ready to separate from the parent for a day?
- (b) Physical independence: Can the child manage their toileting, own clothes and belongings independently on a regular basis?
- (c) Education: Has the child has completed a primary education in another mainstream or special educational practice?
- (d) Social maturity: Is the child ready to be part of a large group with more than 20 children and one teacher? Can the child interact with other children and adults? Can the

parent and the child cope with a wide cross-section of the community with different ideas and behaviours?

- (e) Communication: Is the child able to communicate effectively to seek assistance when required?
- (f) Language: Is the child able to communicate sufficiently in order to be understood (including with staff and other students during class and in the playground)?

English as an Additional Language (**EAL**) students must demonstrate satisfactory English skills, as determined by screening tests and any pre-enrolment interview, to ensure a prospective student will be able to meaningfully benefit from the College's education program.

5 Eligibility Criteria

5.1 To be eligible for enrolment, the prospective student must be either:

- (a) an Australian citizen; or
- (b) entitled to stay in Australia or enter and stay in Australia without limitation.

5.2 All children to be enrolled in the ELC must be up to date with immunisations recommended under the Australian government's National Immunisation Program Schedule. Prior to commencement of enrolment, the College is required to obtain a copy of a child's immunisation statement as evidence that the child is up to date with their immunisations. More information about the legislation can be found online.

6 Open Entry Policy

6.1 The College has an open entry policy. However, the College may:

- (a) Offer scholarships to specific groups of students, including for academic ability, excellence in specialist areas, hardship or general excellence.
- (b) Determine enrolments based on its ability to provide educational services to the student.
- (c) Apply the priorities for enrolment are set out in clause 7.7(d) of this policy.

7 Application Process

Get informed

7.1 Before applying for a place at the College, families of prospective students are encouraged to:

- (a) Browse the College's website.
- (b) Review this policy, and other policies and procedures available on the College's website, to fully understand the vision, mission and values that will frame a student's education at the College.
- (c) Attend Open Morning Tours or other relevant events, as advertised.
- (d) Book a tour of the College.

Submit an application

- 7.2 An application for enrolment must be submitted online via *EnrolHQ*, which can be accessed via the College's website. This includes the enrolment form and all supporting documentation.
- 7.3 An application for enrolment form must be accompanied by:
- (a) Any required documentation mentioned in the form (including the child's birth certificate or passport, current immunisation certificate from Medicare and if applicable, NAPLAN results, College reports, Prep Transition Statements, visa grant notice, relevant court and parenting orders).
 - (b) Academic reports should indicate at least satisfactory results in core subjects.
 - (c) A non-refundable enrolment application fee is payable at the time an application for enrolment is made, to cover the College's administrative costs in managing the enrolment process.
 - (d) Evidence of the family's Catholic faith or desire for the prospective student receiving a faith education. Examples of such evidence include:
 - i. A Certificate of Baptism or First Eucharist, if this applies.
 - ii. A reference from the local Father/Parish Priest/Minister of the church attended, if this applies.
- 7.4 Submission of the application for enrolment form and paying the non-refundable enrolment application fee, does not guarantee a place at the College. Rather, the application process enables the College to receive information from a range of sources – including the prospective student and the prospective student's parents, current school and former school(s) – which is used to assist the College in:
- (a) considering whether it can meet the child's behavioural, educational and health (e.g., diabetes) and wellbeing needs (including with regard to the College's duty of care obligations); and
 - (b) deciding whether to exercise its discretion to offer a place of enrolment.
- 7.5 Each completed application for enrolment form and accompanying documents will be considered by the College on a case-by-case basis.

Application lists and priority of enrolment

- 7.6 The College ultimately has discretion whether to place a prospective student on the College application list, offer an interview, or offer a place of enrolment.
- 7.7 In exercising that discretion, the College considers a range of criteria, including but not limited to the following:
- (a) The date a fully completed application for enrolment form is received (noting incomplete applications will not be processed).
 - (b) The information disclosed in the application for enrolment form.
 - (c) The child's pre-enrolment interview and if applicable, pre-enrolment assessments.
 - (d) Whether the child is eligible for a priority offer of enrolment as:
 - i. set out elsewhere in this policy;

- ii. Baptised a Catholic;
- iii. a sibling of a current student (noting that siblings will be prioritised provided an application for enrolment form is submitted);
- iv. alumni, or children of alumni of the College (**Old Collegians**);
- v. a result of their faith as a child of a family who has demonstrable links to their faith community, and/or who are prepared to support the ethos and values of the Catholic faith;
- vi. the child of an ongoing staff member.

- (e) The child's behavioural history.
- (f) Whether the faith, values and beliefs of the child's family clearly align with the vision, mission and values of the College.
- (g) The starting year level of the child and whether this aligns with a main year level entry point at the College.
- (h) The College's capacity, as an inclusive College, to support a prospective student's relevant needs in the College environment (see below).
- (i) The merits of the application, prospective student's suitability for enrolment at the College, and individual circumstances and practical implications including the:
 - i. number of students currently enrolled at the College;
 - ii. prospective student's family circumstances (including the ability of parent(s) to pay College fees as and when due, and the willingness of the student and their parent to comply with the College's policies and procedures);
 - iii. prospective student's interests and participation in extra-curricular activities (including religious activities);
 - iv. reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised learning plan);
 - v. College's resources and capacity to deliver an education to the student in accordance with its educational model;
 - vi. prospective student's willingness and ability to comply with the College's behavioural guidelines;
 - vii. prospective student's willingness and ability to derive a benefit from the College's educational model;
 - viii. prospective student's school-readiness, and;
 - ix. any other considerations set out in this policy.

7.8 A number of places are kept for scholarship and bursary recipients, in accordance with the College's *Scholarship Policy* and also for enrolments at the Principal's discretion.

7.9 The College will apply the Federal Government's Department of Education's *Priority of Access Criteria* if there is a waiting list for the College's ELC or if the number of applications exceed the number of available places at the ELC.

8 Pre-enrolment Interview

- 8.1 When appropriate, the College will invite a prospective student and their parents to attend a pre-enrolment interview with the Dean of Admissions and a senior staff member (e.g. Deputy Principal, Director, or Dean of Campus).
- 8.2 For families seeking entry to the College, this interview will:
- (a) enable the College to understand the prospective student's strengths, areas for growth, school readiness and needs, as well as what they and their family can contribute to the life of the College; and
 - (b) enable the prospective student and their family to better understand the College and its approach to delivering an educational curriculum model, which is underpinned by a student's personalised learning plan.
- 8.3 Prior to the interview, families will be asked to provide the College with evidence documents, including a copy of the prospective student's current College reports (if applicable) and other assessment documentation. After the interview, or whilst at the College, prospective students may be required to undertake assessments or testing (including psychometric and behavioural assessments).
- 8.4 Prospective students will be interviewed, either in person or online (e.g., Zoom, or other platforms as appropriate).
- 8.5 Attending a pre-enrolment interview does not guarantee a place at the College and is not an offer of enrolment.
- 8.6 After attending the pre-enrolment interview the prospective student's application will be reviewed by the College's Enrolment Panel or the appointed delegate. The Enrolment Panel typically comprises of the following persons: the Principal, Director of Development and Dean of Admissions and/or other Directors, Deans or Heads of Campus as relevant to the enrolment.
- 8.7 The College has absolute discretion regarding the enrolment process. If the College forms the opinion because of the pre-enrolment interview that it would be inappropriate for a child to be enrolled at the College, the College may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).

9 Offer of Enrolment

- 9.1 At all times, the College has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student.
- 9.2 Any offer of enrolment made by the College will be made in writing.
- 9.3 It is not the College's practice to disclose a prospective student's place on the application list or provide specific feedback regarding the timing of an offer of enrolment (or, where no offer is made, the reasons for this). Dates when offers are made are advertised on the College website.
- 9.4 An offer of enrolment may be accepted in the form approved by the College from time to time, subject to the following:
- (a) An offer of enrolment will not be accepted until both parents (or where appropriate one parent; acceptance by one parent must be supported by a court order or otherwise agreed at the College's absolute discretion) have agreed to be bound by

the College's Terms and Conditions of Enrolment and any other terms set out in the offer of enrolment (including payment of the admission fee and return of requested documents by the stated deadline).

- (b) Acceptance of the offer must be provided within 15 days unless the College's offer states otherwise.
- (c) Acceptance of an offer must be accompanied by payment of the non-refundable enrolment admission fee.
- (d) An offer may be withdrawn by the College, regardless of the availability of places where:
 - i. Information provided to the College is found to be withheld, false or misleading.
 - ii. There is a significant change in the circumstances of the student or their family, which impacts the College's capacity to reasonably accommodate the student.
 - iii. The offer of enrolment is not accepted on the terms provided by the College.
 - iv. The Principal exercises reasonable discretion to withdraw the offer.

9.5 Details about all the College's tuition fees and other charges and levies, imposed by the College for that College year (collectively, the **College Fees**) and the terms on which College Fees must be paid are set out in the Terms and Conditions of Enrolment published by the College. A copy of the current Terms and Conditions of Enrolment is available on the College's website. College funds may be used to support the ELC.

9.6 If parents accept an offer of enrolment but the child does not subsequently begin schooling at the College, the parents will forfeit the non-refundable enrolment admission fee.

10 Defer, Refuse or Vary an Offer of Enrolment

10.1 Parents must notify the College in writing if they wish to defer, refuse or vary an offer of enrolment. This must occur by the date stated in the offer of enrolment, otherwise fees will be payable in accordance with the Terms and Conditions of Enrolment.

10.2 Parents who wish to vary the date of entry for their child's enrolment (either to another date in the same College year or to a subsequent intake year), understand that:

- (a) Notice must be given to the College in accordance with clause 10.1.
- (b) The College in its absolute discretion may or may not agree to that request.
- (c) If the College agrees to the parents' request, the child will be placed on an application list for the preferred year of enrolment and the original offer of enrolment issued will be terminated. The College makes no guarantee that a place will be available for the child on their preferred commencement date.
- (d) Should a place be available for their child to commence enrolment at a future date, parents must sign an updated copy of the College's Terms and Conditions of Enrolment and otherwise comply with the College's enrolment requirements at that time.

- (e) The College may or may not in its absolute discretion require the payment of a further non-refundable admission fee.

11 Appealing an Enrolment decision

- 11.1 Parents may appeal an enrolment decision in accordance with the College's *Parent and Student Complaints and Grievance Policy*. A copy of this can be found on the College website.

12 Period of Enrolment

- 12.1 Once an offer of enrolment has been made and accepted, a student's enrolment is ongoing and will remain in place until such time as:
 - (a) a student's enrolment is withdrawn or otherwise ends in a manner provided for in the College's Terms and Conditions of Enrolment;
 - (b) for Prep students -the College provides written notice no later than the last day of Term 3 in Prep that the student's education will not continue for Grade 1 and beyond; or
 - (c) for Grade 6 students - unless the College provides written notice no later than the last day of Term 3 in Year 6 that the student's education will not continue for Year 7 and beyond; or
 - (d) a student completes a Year 12 education at the College.

13 Orientation

- 13.1 Orientation and induction takes place for all new students and their families, and includes:
 - (a) Orientation days.
 - (b) Student orientation on commencement.
 - (c) The use of the buddy system for those entering in non-major intake years.
 - (d) Parent information sessions and feedback opportunities.

14 The College's Commitment to Inclusivity

- 14.1 The College is an inclusive College and welcomes students and other members of the College community – including parents and staff - with a varying range of religious, academic, neurodiverse, cultural and other needs.
- 14.2 In this policy, a student's relevant needs include any needs which a student has (or has had) which may be relevant to their education or welfare (or which may impact upon the education or welfare of others). A student's relevant needs may relate to (amongst other things) allergies, health conditions, physical or intellectual disabilities (whether diagnosed, undiagnosed or suspected), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.
- 14.3 The College is committed to complying with its legal obligations regarding students with disabilities, supports the National Disability Standards for Education, and is an inclusive community. However, the College is not necessarily able to cater to every prospective student's relevant needs (including when having regard to the specific needs to the broader student cohort).

- 14.4 The College must be satisfied that it is equipped to adequately respond to a student's relevant needs and ensure they are able to meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment is informed by the availability of places, as well as the suitability of programs and support levels in relation to a student's relevant needs (and the student's level of school-readiness, if applicable). This consideration is had both in relation to an individual student and broadly with regard to the College's resources and capacity to support the needs of a cohort of students.
- 14.5 The College also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour in accordance with its published dress standards. Whilst the College will comply with its legal obligations, the College may not be able to facilitate an enrolment in circumstances where:
- (a) A student poses a threat or presents a risk of harm to a member of the College community (including staff, students and parents).
 - (b) The student exhibits behaviours that significantly interfere with, or compromise with the teaching and learning experiences of others in the classroom, or social integration in the playground.
 - (c) The student exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
 - (d) The child and family does not have or does not effectively respond to strategies or supports recommended from qualified medical professionals, to assist the student to self-regulate and best support their positive experiences at College.
- 14.6 Accordingly, prior to an offer of enrolment being made parents must inform the College of all relevant needs of a prospective student.
- 14.7 If a parent fails to promptly inform the College of a child's relevant needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the College and the family of an enrolled student. In such circumstances the College, in its absolute discretion, may refuse to make an offer of enrolment (or, if the enrolment has already commenced, immediately terminate the enrolment of the child in accordance with the Terms and Conditions of Enrolment).
- 14.8 Where a parent promptly informs the College about a child's relevant needs, or any significant change in those needs, the College will act in accordance with applicable laws and its Terms and Conditions of Enrolment.

15 Register of Enrolments

- 15.1 The College keeps a register of enrolments of all students who have been enrolled at the College in electronic form. The register includes the following information:
- (a) Name, age, date of birth, mobile number (if applicable) and residential address of student.
 - (b) Parent names and contact details, including mobile numbers.
 - (c) Date of enrolment.
 - (d) The student's Victorian Student Number.
 - (e) Medical information for emergency management purposes.

- (f) Emergency contact details.
- (g) Religious information.
- (h) If applicable: Home care arrangements, court orders, transfer records.
- (i) Date of leaving the College and details concerning student's departure, where appropriate.
- (j) For students older than six years, details of previous Colleges or pre-enrolment situation.

15.2 The register of enrolments is retained in accordance with the College's *Record Retention Policy* after the student leaves the Colleges.

16. Where to get help?

For enquiries on this policy, contact the **Director of Governance**

For general policy enquires, contact the **Risk and Compliance Manager**

You can provide feedback on this policy by emailing policy@stkevins.vic.edu.au