



ENROLMENT POLICY

This Enrolment Policy is developed within the Enrolment Guidelines for the Archdiocese of Melbourne as they apply to Catholic Secondary Schools. The enrolment policy is sensitive to people of other faiths and cultures and minority groups.

This Enrolment Policy is to be read and applied in conjunction with the Education Enrolment Contract and Agreement and Explanatory Statement.

Introduction

1. This Enrolment Policy includes the Application for Enrolment procedure that must be followed for all Applications for Enrolment received by the College
2. The purpose of this Enrolment Policy is to provide clarity, transparency and consistency in regard to:
 - a. The process of enrolment at the College; and
 - b. The College's priorities for enrolment
3. This Enrolment Policy may be updated by the College from time to time

Criteria For Enrolment – Year 7

Any student who has completed Year 6 level of schooling or its equivalent is eligible to apply for admission to Kolbe Catholic College at Year 7 level.

Application For Enrolment Procedure

4. Enrolment of a Prospective Student as the College requires the following procedure:
 - a. Parent(s) or legal guardian(s) of the prospective student can access and complete the Enrolment Application Form online at www.kolbecc.catholic.edu.au
 - b. Upon request by the parent(s) or legal guardians of the prospective student for the Enrolment Application Form, the College will also provide the parent(s) or legal guardian(s):
 - i. A link to a copy of the Enrolment Policy
 - ii. A link to a copy of the Explanatory Statement
 - iii. A link to a copy of the current Fees PolicyAn example of the Education Enrolment Contract and Explanatory Statement along with the Enrolment Policy and Fees Policy is available to be viewed at www.kolbecc.catholic.edu.au
 - c. Parent(s) or legal guardian(s) of the prospective student must complete and submit to the College a completed Enrolment Application Form along with:
 - i. All applicable accompanying documentation as set out on the Enrolment Application Form; and
 - ii. Payment of a non-refundable Enrolment Application Fee of \$50
 - d. The dates for the Year 7 application and enrolment processes are determined by the Archdiocese and published by the College.
 - e. As part of the application process the list of students is exchanged with the surrounding Catholic secondary schools and applications may be discussed.
 - f. Parent(s) or legal guardian(s) of the prospective student may be invited to attend an interview prior to consideration of an enrolment offer.

Criteria For Enrolment – Other Year Levels And After Commencement Of Year 7

5. Places at other year levels will be offered according to the procedures established in the Year 7 Enrolment Criteria and the following considerations:
 - a. The time of the school term when the application was received
 - b. The number of places available
 - c. The learning and pastoral needs of the prospective student
 - d. The discretion of the Principal who will consider each case on its merits in light of the College Purpose Statement and taking into account any special circumstances

Enrolment Approval

6. The Enrolment Policy is approved by the Board of Kolbe Catholic College and ratified by the Association of Canonical Administrator and Delegated Canonical Administrators.
 - a. The offer of enrolment is at the discretion of the Principal who will consider each case on its merits in light of enrolment priorities and College Purpose Statement and taking into account any special circumstances.
 - b. Enrolments are ratified by the Association of Canonical Administrator and Delegated Canonical Administrators.
 - c. The College will notify parent(s) or legal guardian(s) of the prospective student of the outcome of the application in writing. Please note the enrolment is not confirmed until the Education Enrolment Contract and Agreement is executed by the College.
 - d. If the application is successful for the prospective student, the College will forward to the Parent(s) or legal guardian(s) of the prospective student:
 - i. A Letter of Offer (in the form of a written letter)
 - ii. The Education Enrolment Contract and Agreement
 - iii. A copy of the Explanatory Statement
 - e. If the parent(s) or legal guardian(s) accept the Offer of Enrolment, they must:
 - i. Complete and sign the Education Enrolment Contract and Agreement and return it to the College; and
 - ii. Pay the non-refundable Enrolment Fee of \$350 to the College (deducted off School Fees upon commencement)

Priorities For Enrolment

7. Kolbe Catholic College gives priority in the following order:
 - a. Children who have a sibling currently enrolled at the College or a sibling who is an ex-student of the College.
 - b. Children who are baptised Catholics, residing in one of the following Catholic Priority Parishes and attending the Priority Parish Catholic Primary School
 - i. **Our Lady's Parish Craigieburn**
Our Lady's Catholic Primary School, Craigieburn
Good Samaritan Primary School, Roxburgh Park
Mother Teresa Catholic Primary School, Mount Ridley
Oscar Romero Catholic Primary School
 - ii. **Good Shepherd Parish Gladstone Park**
School of the Good Shepherd, Gladstone Park
St Carlo Borromeo Primary School, Greenvale
 - iii. **Holy Child Parish Dallas**
Holy Child Primary School, Dallas
 - c. Children who are baptised Catholics, residing in the Catholic Priority Parishes listed above and attending other primary schools not listed.
 - d. Children who are baptised Catholic, residing in other Catholic Parishes (for pastoral reasons).
 - e. Children of Non Eastern Churches residing in the Catholic Priority Parishes listed above and attending the Priority Parish Catholic Primary School.
 - f. Children of Non Eastern Churches residing in the Catholic Priority Parishes listed above and attending other primary schools not listed.
 - g. Children of other Christian denominations residing in the Catholic Priority Parishes listed above and attending the Priority Parish Catholic Primary School.

- h. Children of other Christian denominations residing in the Catholic Priority Parishes listed above and attending other primary schools not listed.
- i. Children of non-Christian denominations
- j. Other Children

Unsuccessful Applications

- 8. In the event that applications exceed places available, a waiting list will be established with places offered on the basis of Priorities for Enrolment Policy.

Policy Status

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