



KOLBE CATHOLIC COLLEGE

ENROLMENT PROCEDURE FOR ENTRY AT YEARS 8-12

Kolbe Catholic College Greenvale Lakes is a Catholic Co-educational Secondary College serving the families for the Archdiocese of Melbourne, the northern region of the CEOM, the local parishes, the local community and the City of Hume.

Our enrolment ceiling is set by the Catholic Education Office Melbourne and guidelines must be set to ensure we do not exceed our capacity. Kolbe Catholic College welcomes and will consider applications for enrolment from all religious denominations and enrolment will depend upon the availability of places.

It is at the discretion of the College Principal to enrol students at Term or Semester end and this again is subject to availability.

In reviewing applications for students seeking entry from Years 8-12, many factors are considered:

- Are they already enrolled in a Catholic Secondary College?
- Does the student permanently reside within our Parish boundaries?
- What can Kolbe Catholic College offer this student that they have been unable to obtain elsewhere?
- Will Kolbe Catholic College be able to support the needs of the applicant?

PROCESS

The process for applying at Kolbe Catholic College for enrolment in Years 8-12 is as follows:

1. The Expression of Interest form available on line or from the College office needs to be completed.
2. An application form needs to be submitted, along with the completed Expression of Interest Form and supporting documents.
3. Copies of the applicant's most recent school semester report must be attached.
4. Information regarding the applicant's achievements or special needs to be provided.

All these documents are to be posted or delivered to the College and marked 'To the Registrar'.

1. Upon receiving the application, an email will be sent acknowledging receipt of the documents.
2. The Principal will then review the application and appointments will be made if further information is required or if and when any further action can proceed.
3. Enrolment is determined by numerous factors and the process may include a formal interview between the student/parents/guardians and Kolbe Catholic College.
4. Enrolment is always at the discretion of the Principal and, in exceptional circumstances, a student may be enrolled on compassionate grounds where there are significant family or individual circumstances.



KOLBE CATHOLIC COLLEGE

EXPRESSION OF INTEREST: ENROLMENT FORM YEARS 8 – 12

Year level applying for:	In the year 20____	Date application submitted:
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Thank you for your expression of interest in enrolling at Kolbe Catholic College. This form is specifically for those looking at enrolment in Years 8-12. Once this form is completed, it and all relevant documentation including receipt of payment of the application fee, must be forwarded to 'The Registrar'.

Appointments will be made with families if and when positions become available.

STUDENT DETAILS

Student's Surname:	Student's First Name
Gender:	Date of Birth:
Residential Address:	
Number of years at this address:	Phone:

RELIGIOUS DETAILS

Religion:
Sacramental Dates (a copy of Certificate of Baptism is required)
Baptism Date: ____ / ____ / ____ Eucharist Date: ____ / ____ / ____ Confirmation Date: ____ / ____ / ____

EDUCATION DETAILS

Former Primary School:	
Current Secondary School:	Current Year Level:
Please provide the name (and position) of a contact person at the current school:	
Name:	Position:

SIBLINGS

Name:	School:	Current Year Level:
Name:	School:	Current Year Level:
Name:	School:	Current Year Level:

PARENT / GUARDIAN 1	PARENT / GUARDIAN 2
Name:	Name:
Address:	Address:
Phone:	Phone:

EDUCATION HISTORY

This section is to be completed and signed by the student's current school (Year Level Coordinator, Home Room Teacher or House Leader etc)

BEHAVIOURAL HISTORY

Has this student had contact with any of the following people? If so, please outline for what purpose.

Year Level Coordinator	YES / NO	Details:
Principal	YES / NO	Details:
Deputy Principal	YES / NO	Details:
Student Welfare Coordinator	YES / NO	Details:
External Counselling	YES / NO	Details:

Has this student been suspended YES / NO

If so, provide grounds for suspension and the number of days in the past year:

How would you categorise this student's:

Behaviour in Class:	Excellent	Good	Satisfactory	Unsatisfactory
Social Progress:	Excellent	Good	Satisfactory	Unsatisfactory
Academic Progress:	Excellent	Good	Satisfactory	Unsatisfactory

CURRICULUM STRENGTHS

CURRICULUM NEEDS (Please include any information regarding support/extension that is applicable)

CO-CURRICULAR INVOLVEMENT

SPECIAL INTERESTS

COMPASSIONATE CONSIDERATIONS (If any)

(Attach additional letter if insufficient space)

I verify that the supplied information is current and correct and I understand that further information may be requested by Kolbe Catholic College at a later date.

I understand that, in the interests of fairness and justice, any enrolment offer based on false information will be withdrawn.

Name:	
Position:	
Signature:	

Parent Signature:	
Student Signature:	