



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 history, the Touchstones of the EREA community and inspired by the contemplative spirit of St Kevin and Glendalough, is centred on Christ's transforming vision of humanity. In this spirit St Kevin's 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 Registrar 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 Touchstones and policies of Edmund Rice Education Australia (EREA) and the Archdiocese, 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 Registrar 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, 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 Registrar 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 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 College Advisory Council and the EREA Board.

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

REVIEW

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