

ST KEVIN'S COLLEGE ENROLMENT POLICY



INTRODUCTION

This policy is designed to provide guidelines and processes to enable the enrolment of boys 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, that usually there are many more applicants than places available. Inevitably there will be applicants to whom the College will be unable to offer a place. Please note that not all applicants will receive an interview and not all families interviewed will necessarily receive an offer of a place.

DEFINITION

St Kevin's College, in keeping with its Catholic heritage, Edmund Rice tradition and history, 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 Headmaster 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 Headmaster. The Headmaster needs to be satisfied on the basis of advice, collected information and the Headmaster's judgement that there is reasonable expectation that an applicant is ready to benefit from the educational programs and structures of the College.

The Headmaster will take into account the following factors before making his decision :

- **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 and other direct family links (eg. uncles) to St Kevin's and association with other Edmund Rice schools.**
- **Students who demonstrate the potential to benefit from and contribute to the life of the school.**
- **date of application.**
- **The College reserves the right to take into account the College's ability to serve the educational needs of each child.**

2. EXTRINSIC COLLEGE ENROLMENT POLICIES

In enrolling students due consideration will be given to other responsible bodies and their policies. The 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 Headmaster is responsible for the enrolment of students. He is assisted by the Registrar who will perform the enrolment process according to College policy and under the direction of the Headmaster.

- **Parents will make initial application by completing an Application for Enrolment, signing their agreement to the conditions within. The application Fee of \$200 must accompany the Application Form. The Application Fee is per child and 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;**
 - **a letter supporting the application from the student's Parish Priest, Parish Pastoral Associate or Catholic Parish School Principal;**
 - **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 a non-refundable Enrolment Fee of \$1000 for each child will be required, this sum being nominated from time to time by the Headmaster in consultation with the College Board. This fee is deducted from the first semester account.

4. SCHOLARSHIPS

St Kevin's College may offer academic, choral and 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 Headmaster subject to an annual review by the College Board.

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 Headmaster 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 Headmaster subject to an annual review by the College Board.

REVIEW

This policy will be reviewed every two years or as the Board determines.

SEPTEMBER 2008 – APPROVED AND ADOPTED