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Enrolment Policy

Rationale

Killester College is a Catholic secondary school for girls where Christianity is lived out through core Gospel values and in the Brigidine tradition of Strength and Kindliness. The College has an inclusive Enrolment Policy now, as in the past, and is consistent with our Brigidine Heritage and Kildare Education Ministries' Vision, Mission and Values.

This Enrolment Policy has been devised to ensure a fair and transparent approach to enrolment at the College. Parents/Guardians/Carers are the first educators of their children. By enrolling a child in Killester College, parents/guardians/carers are entering into a partnership to promote and support their child's education, in particular their education in faith.

Values

- Justice
- Hospitality
- Compassion
- Fairness
- Inclusivity

Policy

Killester College, as a part of the Kildare Education Ministries (KEM), has always been a part of the local community and, as such, has had a diverse intake of students. Our vision is a community where all people are valued, and all are welcomed regardless of their background. The College will do everything reasonable to accommodate each student's individual needs.

Killester College draws upon the *Kildare Education Ministries Enrolment Policy for KEM Schools* which promotes an inclusive approach but gives priority to families who actively participate in the life of the Catholic Church. This is often through attendance at a Catholic primary school and/or participation in a local parish. This Enrolment policy and related procedures is consistent with the Melbourne Archdiocese Catholic Schools (MACS) *Policy 2.4 [Enrolment for Schools in the Archdiocese of Melbourne](#)*.

Enrolment Criteria

Where demand for enrolment is higher than the number of places available in a given year level, the criteria below will be taken into consideration with offers made in the following order:

- Catholic applicants who are resident in our partnership parishes
- Sisters of girls currently enrolled
- Students from Catholic schools in our partnership parish primary schools
- Catholic and Christian applicants outside our partnership parishes
- Students from other religious denominations
- Other students.

Final enrolment will be determined by the Principal, delegated through the Assistant Principals.

Enrolment Procedures

Our enrolment procedures for entry into Year 7 follow the timeline published by MACS with applications closing during Term 3 of the prospective student's Grade 5 year. Families are welcome to apply for enrolment to the College well before their daughter enters Grade 5 should they so wish.

1. Parents/Guardians are required to complete and submit an Enrolment Application before the closing date for applications; in the case of Year 7 applications, in August of the student's Grade 5 year.
2. Applications for enrolment in Years 8–12 are made at any time throughout the year by contacting the College Registrar.
3. Offers of Enrolment for Year 7 applications are made in October of the student's Grade 5 year.
4. The parents/guardians and the student will be required to attend an enrolment meeting with the Principal or nominee. The purpose of this meeting is to clarify any areas of concern prior to confirmation of enrolment. This will also identify any health issues, special needs, family circumstances, learning difficulties and/or further information which will assist the student to settle into the College, and to make informed decisions as to how best assist the student to achieve learning outcomes. There will also be discussion about the student's learning successes, personal achievement and aspirations.
5. The next step is for parents/guardians to confirm their acceptance of the offer by completing an Acceptance Form and paying the non-refundable fee of \$300 before the final date of acceptance. If this is problematic due to financial hardship, parents/guardians are encouraged to contact the College.
6. Failure to return the Acceptance documentation and fee by the stated return date may result in the Offer of Enrolment being withdrawn.
7. If an offer cannot be made, families are able to request that their daughter be placed on the Waiting List.

Enrolment Considerations

The College will not discriminate against any student’s enrolment on the basis of disability, impairment or intellectual limitations.

Should any of the above considerations be relevant to any prospective applicant the College would:

- Ask for documentary/medical evidence of the student’s condition or need.
- Seek communication or documentation from the student’s previous school to ascertain how the student has previously been provided for.
- Seek to clarify if the student will receive funding to further enhance the learning support offered to them (i.e. students with special/particular needs.)
- Conduct a meeting or meetings with parents/guardians to gain a clear picture of the student’s needs so that the College may deliver the parameters of the program it feels it is able to provide in the light of parents/guardians hopes and wishes.
- Arrive at a mutual agreement with parents/guardians on the support and/or program to be offered by the College prior to commencement.

The College will always seek to ensure that families are aware that difficult financial circumstances will not deter the College from enrolling a prospective student.

Related Policies, Legislation and Documents

- [Parent Code of Conduct](#)
- [Privacy Policy](#)
- [Collection Notice](#)
- Kildare Education Ministries (KEM) [Enrolment Policy for KEM Schools](#)
- Melbourne Archdiocese Catholic Schools (MACS) Policy 2.4 [Enrolment for Schools in the Archdiocese of Melbourne](#)

Review: 2024

Ratified by KEM Board

KEM Board / Principal’s signature:	
Date:	3 March 2022

Last Updated: March 2022