

MacKillop College



Policy: Enrolment

Introduction

MacKillop College is a Catholic Coeducational Regional College serving the parishes which established the College, namely the St Andrew's parish in Werribee, St Peter Apostle in Hoppers Crossing and St James the Apostle in Hoppers Crossing North. Enrolment is a formal agreement by the College to accept a student, and a corresponding agreement by the student and parents/guardians to respect the ethos of the College and abide by the rules.

Principles

- MacKillop College accepts enrolments in accordance with Catholic Education Melbourne guidelines.

Rationale

- To ensure the families wishing to enrol a child at the College meet the enrolment criteria, all families must complete an application form. All applications will be considered in accordance with the College's enrolment criteria and acceptance will be determined by the Canonical Administrators (Parish Priests) and Principal of MacKillop College.

Objectives

- Parents/guardians wishing to enrol their sons/daughters at MacKillop in Year 7 apply by the due date set down by Catholic Education Melbourne. Information evenings and open days are held to inform parents/guardians about MacKillop College. Information may also be disseminated through the Catholic Primary schools in the Parishes. Parents/guardians may be asked to meet the Principal
- Parents/guardians wishing to enrol their sons/daughters in other Year levels contact the Registrar for an information package and the application form. The prospective student and parents/guardians will be invited to meet the Principal or Principal's representative
- Staff may disseminate information about MacKillop College and the transition from Years 6 to 7 during visits to Primary Schools or Information Evenings or Open Days
- The College Registrar will process all applications.

Policy Guidelines

Students wishing to attend MacKillop College should belong to either the St Andrew's parish in Werribee, St Peter the Apostle in Hoppers Crossing or St James the Apostle in Hoppers Crossing North.

The following criteria applies for students wishing to make an application to enrol at MacKillop College:

- students who attend St Andrew's Primary School Werribee, Corpus Christi Primary School Werribee, Our Lady of the Southern Cross Primary School Wyndham Vale and Bethany Catholic Primary School Werribee and reside within the MacKillop College zoning boundary are to apply to MacKillop College.

- students who attend St Andrew's Primary School Werribee, Corpus Christi Primary School Werribee, Our Lady of the Southern Cross Primary School Wyndham Vale and Bethany Catholic Primary School Werribee and reside outside the MacKillop College zoning boundary may apply to MacKillop College.

- students attending St Peter the Apostle Primary School Hoppers Crossing, St James the Apostle Primary School Hoppers Crossing North, St Francis of Assisi Primary School Tarneit, St Clare's Primary School Truganina and St John the Apostle Primary School Tarneit West and reside within the MacKillop College zoning boundary may apply to MacKillop College.

The MacKillop College Application Form is available from the Registrar. Information is also available on the MacKillop College website. Once completed, the Application Form should be returned to MacKillop College with the following:

- Enrolment fee (non-refundable)
- Copy of Birth Certificate
- Copy of Baptism Certificate
- Copy of Reconciliation Certificate
- Copy of Communication Certificate
- Copy of full school reports (Semester 1 & 2) for previous 2 years. (If Grade 5 student, provide Grade 3 and Grade 4 reports)
- Copy of Year 3, Year 5, Year 7 and/or Year 9 NAPLAN Test
- Copy of Relevant Family Court Orders (where applicable)
- Copy of Citizenship / Visa documentation (where applicable)
- Copy of rates notice or lease agreement for the residence nominated on the Application Form.

Should the above criteria be met, the parents/guardians and incoming applicant, at the Principals discretion, may be required to attend an enrolment interview.

Priorities

Priority will be given to children in the following order:

1. Siblings of students currently enrolled at MacKillop College
2. Siblings of past students at MacKillop College
3. Catholic students attending St Andrew's Primary School, Corpus Christi Primary School, Our Lady Of the Southern Cross Primary School and Bethany Catholic Primary School who reside within the MacKillop College zoning boundary.
4. Catholic students attending Catholic primary schools who reside within the MacKillop College zoning boundary.
5. Catholic students attending government primary schools who reside within the MacKillop College zoning boundary.
6. Non Catholic students attending St Andrew's Primary School, Corpus Christi Primary School, Our Lady Of the Southern Cross Primary School and Bethany Catholic Primary School who reside within the MacKillop College zoning boundary (if places are available and in line with the Archdiocesan guidelines for the enrolment of non Catholic students).
7. Non Catholic students living within the MacKillop College zoning boundary (if places are available and in line with Archdiocesan guidelines for the enrolment of non Catholic students).

Implementation

Principal commitment

The Principal is responsible for ensuring that:

- This policy is executed in accordance with Catholic Education Melbourne guidelines Policy 2.4 (Archdiocese of Melbourne, 1990).

Review Date

This Policy will be reviewed in: _____