

STUDENT ENROLMENT POLICY

Kilbreda College

A Kildare Education Ministries School in the Brigidine Tradition



TABLE OF CONTENTS

1.	VALUES	3
2.	INTRODUCTION	3
3.	RATIONALE	3
4.	SCOPE	3
	ENROLMENT CONSIDERATIONS	3
	ENROLMENT PROCESS	4
	COMMITMENT TO NON-DISCRIMINATORY ENROLMENT PRACTICE	4
5.	DEFINITIONS	4
6.	GUIDING PRINCIPLES	5
7.	RELATED POLICIES, LEGISLATION AND DOCUMENTS	5
	KEY REFERENCE	5

STUDENT ENROLMENT POLICY

1. Values

Kilbreda College as part of Kildare Ministries is inspired by the transformative visions of the Christian story and our rich traditions. Our vision is a community where all people are valued, where all creation is recognised as sacred and where hope, justice and courage are our hallmarks.

2. Introduction

Founded in 1904, Kilbreda 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.

Kilbreda College encourages those families that are genuinely seeking a faith-based education in the Brigidine tradition for their daughter/s to apply. In keeping with our core value of 'welcoming all', the College has a non-selective enrolment policy and welcomes applications from families of other faiths and traditions.

3. Rationale

This Enrolment Policy has been devised to ensure a fair and transparent approach to enrolment at the College.

The purpose of the Kilbreda College Enrolment Policy is to:

- Guide the College to maintain adherence to the purpose of the provision of Catholic education
- Ensure that all prospective parents are encouraged and welcome to seek information about the nature and ethos of the College
- Ensure that all prospective parents and students are treated fairly
- Set out how the College manages personal information provided to or collected by it.

4. Scope

Enrolment Considerations

We strive to be welcoming and inclusive and to collaborate with parents as partners in the education of their child, while making every effort to ensure a Catholic education is accessible to every Catholic family through the provision of family-friendly fee policies and fee relief.

We are open and welcoming to all Catholic students, regardless of their background, and do everything reasonable to accommodate the individual needs of each student.

Kilbreda College draws upon the "Kildare Education Ministries (KEM) Criteria for Enrolment" Policy 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.

Where demand for enrolment is higher than the number of places available in a given year level, the following criteria will be taken into consideration by the Principal and/or the College Registrar:

- Sisters of students currently enrolled at Kilbreda College
- Catholic daughters of past students who are currently enrolled in Catholic primary schools
- Catholic students who are enrolled in local parish schools
- Catholic children who are residents of a local parish and have not attended a Catholic primary school
- Christian children who have not attended a Catholic primary school
- Students of other religious traditions
- All other children.

STUDENT ENROLMENT POLICY

Enrolment Process

Our enrolment process for entry into Year 7 follows the timeline published by Melbourne Archdiocese of Catholic Schools (MACS) with applications closing during Term 3 of the prospective student's Grade 5 year. Families are welcome to apply for enrolment to Kilbreda College well before their daughter enters Grade 5 should they wish.

- Parents are required to complete an Enrolment Application Form and return this to the Registrar before the closing date for applications, in the case of Year 7 applications before the end of Term 3 of the student's Grade 5 year.
- Applications for enrolment in Years 8 – 12 are made at any time throughout the year by contacting the College Registrar.
- Offers of Enrolment for Year 7 applications are made in October of the student's Grade 5 year.
- A non-refundable Enrolment Confirmation Fee of \$500 is payable upon acceptance of an Offer of Enrolment before the final date for acceptance.
- Failure to return the 'Acceptance of Offer' documentation and Confirmation Fee by the stated return date may result in the Offer of Enrolment being withdrawn.

Commitment to Non-Discriminatory Enrolment Practice

The College will not discriminate against a 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 meeting or meetings with parent/s or carer/s 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 parent/s' or carer/s' hopes and wishes;
- arrive at a mutual agreement with parent/s or carer/s on the support/program to be offered by the College prior to commencement.

5. Definitions

Applicant means the person/s set out On the Enrolment Application being the Parents and/or Carer/s of the Student listed on the Application and, if more than one, each of them jointly and severally.

Principal means the Principal of Kilbreda College, or the Principal's authorised representative.

Student means the student named on the Enrolment Application.

The College means Kilbreda College.

Catholic Primary School is one which operates with the consent of the Diocesan Bishop and where formation and education are based on the principles of Catholic doctrine.

Parish is the local Catholic parish as defined by its geographical boundaries.

STUDENT ENROLMENT POLICY

6. Guiding Principles

- To provide a Catholic education for Catholic girls.
- Formation and education at the College is based on the principles of the Catholic faith within the Brigidine Tradition.
- Parents, as the first educators of their daughter, enter into a partnership with the College to promote and support their daughter's education, in particular their education in faith.
- Kilbreda College is a community that promotes a holistic education for girls through the spiritual, social, academic, physical and cultural dimensions of learning.
- The College cooperates and collaborates appropriately with other Catholic Schools to support the provision of Catholic Education.
- A formal offer and acceptance of a placement at the College is an agreement between the Principal and parents/carers.
- Final enrolment will be determined by the Principal, delegated through the Assistant Principals.

7. Related Policies, Legislation and Documents

This Enrolment Policy is in accordance with the following Policies and Procedures:

- [Kildare Education Ministries \(KEM\) Criteria for Enrolment Policy](#)
- [Kilbreda College Privacy Policy](#)
- [Kilbreda College Enrolment Collection of Information Notice](#)

Key Reference

Date:	30 April 2021
Authorship:	Director of Development & Community Relations
Approved:	Leadership Team
Date to be reviewed:	30 April 2024
Responsibility for Monitoring and Implementation:	Director of Development & Community Relations

Kilbreda College

118 Mentone Parade, Mentone VIC 3194

kilbreda@kilbreda.vic.edu.au

kilbreda.vic.edu.au

P: (03) 9581 7766

F: (03) 9581 7750

PO Box 248, Mentone VIC 3194

