



# St Mary MacKillop College

CHOOSE LIFE WITH COURAGE

## Enrolment Information

### Conditions for Enrolment

1. St Mary MacKillop College is a Catholic School. The first condition for admission is that the potential student and parents accept the values underlying the Catholic philosophy of education and that the student undertakes to participate fully in the faith practices and observances of the College.
2. First preference in admission is given to families who are actively associated with the Catholic Church. It is not desirable to admit students if the values, beliefs and practices that are nurtured by the College are not encouraged and supported in the home. It is not possible to separate the educational and spiritual aims of the College.
3. When accepting a place at the College, the potential student and parents accept the obligation that the student will abide by the various policies the College has in place including standards of conduct and behaviour by signing the Agreement for Enrolment.
4. In accepting a place for their child at St Mary MacKillop College, the student's parents undertake to be supportive of the aims and programs of the College, and to be actively involved in the life of the College by participating in one or more of the parent volunteer groups.
5. Students are enrolled on the assumption that they are able to benefit from the academic and other programs of the College. It is to be understood that students, as well as receiving benefits, are expected to contribute positively to the academic and general life of the College.
6. Once a place has been offered to the student, a **non-refundable** deposit is required to hold the place. The place **will not be held** unless the deposit has been received by the College. This amount is a prepayment of the student's first year fees at the College and will be automatically deducted from the family's fee account for the following year.

### Application Procedures

1. Application is made on the form headed "Application for Admission."
2. This form is sent to the College with the non-refundable application fee and photocopies (not original) of any relevant documents as noted on the Application Form.
3. You will receive an acknowledgement of receipt of the Application for Admission. This acknowledgement is not an indication that the application has been successful.
4. A Pre-Interview Student Details Form will be sent for completion once an interview has been set and is to be returned together with immunisation history and latest school report. Please note an interview does not guarantee an offer of enrolment.
5. The College will post a Letter of Offer of Enrolment should a place be offered.

### Enrolment Policy

1. Applications for enrolment are accepted in the context of the Conditions for Enrolment stated left.
2. Acceptance of an Application for Admission does not guarantee a place, but simply includes the student's name on a waiting list with other candidates in that year of entry.
3. The following enrolment priorities apply to all applications:

#### Primary Campus

- Catholic students from the Parish with a Parish Priest reference
- Catholic students from outside the parish with a Parish Priest reference
- Other Catholic students
- Siblings of non-Catholic students
- Non-Catholic students

#### Secondary Campus

- Catholic students from Catholic schools with a Parish Priest reference
- Catholic students from non-Catholic schools with a Parish Priest reference
- Other Catholic students from Catholic schools
- Other Catholic students from non-Catholic schools
- Siblings of non-Catholic students
- Non-Catholic students from Catholic schools
- Non-Catholic students
- Aboriginal and Torres Strait Islander students shall be given enrolment preference wherever possible and practicable.

The Principal always has the right of discretion in the enrolment of students.

### Termination of Enrolment

1. The Fees and Charges Policy of the College (overleaf) requires parents to give ten weeks written notice in term time if their children are enrolled at the College and will not be attending or returning to the College. This requirement also applies where an offer of a place has been accepted for a new enrolment to the College, as the place is reserved for that student until their commencement. Failure to give such written notice will result in a charge of one term's fees in lieu of notice.
2. If there is a serious breach of the Conditions for Enrolment a student's enrolment at St Mary MacKillop College may be terminated. Exclusion of students for disciplinary reasons is an extreme step reserved for cases of gross misconduct, serious breaches of the College Code of Conduct, or behaviour that is persistently disruptive or contrary to the Vision Statement of the College.