



STUDENT ENROLMENT POLICY

Context

Christian Brothers' College St Kilda (CBC St Kilda) is a Catholic secondary school for girls* and boys in the Edmund Rice tradition, established in 1878. CBC St Kilda is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Introduction

CBC St Kilda is committed to an open enrolment policy that is consistent with our Statement of Philosophy and all applicable State and Commonwealth Laws, including anti-discrimination, equal opportunity, privacy and immunisation legislation. CBC St Kilda is a Catholic College operating in the Edmund Rice Tradition. Schools conducted in the Edmund Rice Tradition offer a distinctive Catholic educational philosophy based on the cultural characteristics outlined in the Edmund Rice Education Australia Charter. These cultural characteristics emphasise, amongst other things, a concern for the dignity of each person, the critical importance of compassion and a commitment to justice for all.

Enrolment Criteria

The enrolment process of CBC St Kilda operates within the Enrolment Guidelines of Catholic Education Melbourne.

We accept enrolments on the basis of date of application. In processing applications for entry at Year 7, the priority for entry will be:

1. Catholic students living in one of our priority parishes (as listed on the College website), and attending the Catholic Parish Primary School.
2. Catholic students living in one of our priority parishes but not attending a Catholic Primary School.
3. Catholic students living outside our priority parishes and attending a Catholic Primary School.
4. Catholic students living outside our priority parishes but not attending a Catholic Primary School.
5. Students from non-Catholic Eastern churches (ie. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox) who are residents of the parish.
6. Students from non-Catholic Eastern churches (ie. Greek Orthodox, Coptic Orthodox,

Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox) who reside outside our priority parishes.

7. Students who are sisters* or brothers of students currently enrolled at CBC St Kilda or Presentation College Windsor, or of former students who have completed their secondary education at CBC St Kilda or Presentation College Windsor.
8. Students who are daughters* or sons of former students at Presentation College Windsor or CBC St Kilda.
9. Other Christian children who are residents of one of our priority parishes.
10. Other Christian children who reside outside our priority parishes.
11. Non-Christian children who are residents of one of our priority parishes.
12. Non-Christian children who reside outside our priority parishes.
13. Any other applicants.

Student Intakes

CBC St Kilda enrolls students in Year 7. Enrolments outside of this intake will be considered on an individual basis.

Applications

An application for enrolment may be made for a student only after they have commenced Preparatory. All applications for enrolment at the College must be completed in accordance with the Student Enrolment Form. A non-refundable Application Fee is payable and the application must be accompanied by a copy of the applicant's Catholic Baptismal Certificate (if applicable) and Birth Certificate.

Consideration

The offer of enrolment is at the discretion of the Principal who will consider each case on its merits in light of enrolment priorities and the College Mission Statement, and taking into account any special circumstance.

Anti-Discrimination

CBC St Kilda is committed to the principles of our anti-discrimination obligations. We will consider all enrolments in accordance with our Disability Discrimination Policy and our duty to make reasonable adjustments, but reserve the right to depart from that policy where it is legally permitted and in accordance with our Statement of Philosophy.

Grounds on which enrolment may be terminated

Enrolment can be terminated if there is a breach of the Terms as outlined in the Enrolment Agreement (Enrolment Form) and/or in the General Terms and Conditions of Enrolment. This includes, but is not limited to, unsatisfactory conduct or performance, failure by the student and/or parents/guardians to comply with College rules, codes of conduct, policies and procedures, or upon identification that misleading or inaccurate information was provided to the College. Each person who signs the Enrolment Agreement (Enrolment Form) accepts legal responsibility (jointly and severally) for payment of the school fees and levies incurred for the entire period of the enrolment of the student. Written notice of at least one full school term is required prior to withdrawal of a student from the school. Domestic students who do not provide the required notice will pay full tuition fees and all levies for the notice period. This includes withdrawal prior to the commencement of the school year. This notice period may be reduced or waived in special

circumstances at the discretion of the College. Fees continue to be payable if a student is suspended from the College. In cases where a student's enrolment is terminated by a decision of the College, fees and charges are payable for the entire school term in which the termination of enrolment occurs.

Questions

Any questions about our enrolment policy, should be directed to the College Registrar or the Principal.

**Enrolment of girls is subject to Victorian Registration and Qualifications Authority approval of an amendment to the College's Registration.*

Policy Created: 2010

Policy Review: Last Reviewed: November 2019 Next Review: November 2020

Approved by CBC St Kilda Board: 25 November 2019