



## Enrolment of Students Procedure

Applications for enrolment may be completed electronically online on the Clairvaux MacKillop College website.

Should you require any assistance with your application, our Enrolment Registrar is available at the College office from 9am to 5pm. If you are coming to the office, please bring the supporting documents as listed. Applications are only considered on receipt of a complete enrolment application form, together with the supporting documentation and payment of the application fee.

Following your application, we will contact you regarding the next steps which may include an enrolment interview. If your application is accepted, the information you provide on the application form will be used to enrol your child. Please do not purchase items such as uniforms until you receive an offer of enrolment from the Principal. Lodgement of an application does not guarantee enrolment or an enrolment interview.

**To complete your child's enrolment, you will need to pay the non-refundable application fee of \$50 per student and provide copies of the following documents:**

- Completed online application form
- Birth Certificate (original to be sighted by Clairvaux MacKillop College staff)
- Baptismal Certificate (if baptised, original certificate to be sighted by Clairvaux MacKillop College staff)
- Enrolment Information Form
- Two most recent school reports and last NAPLAN results (as applicable)
- Relevant medical information, including clinical/educational assessments (if applicable)
- If noted in your application:
  - Legal Documentation
  - Medical Action Plan/Individual Education Plan (IEP)
  - Student Specialist Assessments
  - Passport & Visa copy
  - Australian Citizenship – if student born overseas or if both parents are born overseas.

### Application Fee

A non-refundable \$50 application fee applies when you submit your Application for Enrolment. We accept payments in cash, cheque, money order, EFTPOS or credit card over the telephone or in person to the College Office.

**The following outlines the enrolment process:**

- Complete the online enrolment application form
  - Submit the supporting documents listed above
  - Pay the application fee of \$50 per student
- Once submitted, the enrolment application will be:
  - recorded electronically and you will receive an email thanking you for your enrolment application
  - reviewed by the Principal for availability of a position in the college
- Your family may be invited for an interview or:
  - your child's name will be placed on a waiting list
  - your application may be declined
- Following an interview your child will be offered a place at Clairvaux MacKillop College or:
  - your child will be placed on a waiting list to be offered a position should one become available
  - further processes may be required (please see below for information regarding our Supported Enrolment procedures)

**Please note:** The following criteria are used to review enrolments:

1. Baptised Catholic siblings from other Catholic schools.
  2. Baptised Catholic siblings from non-Catholic schools.
  3. Baptised Catholics from Catholic schools.
  4. Baptised Catholics from non-Catholic schools.
  5. Non-Catholic siblings from Catholic schools.
  6. Non-Catholic siblings from non-Catholic schools
  7. Non-Catholics from Catholic schools
  8. Non-Catholics from non-Catholic schools
- Enrolments are welcomed up to 3 years in advance with interviews and offers being made predominantly in Year 5. Applications for all students from primary school should be made by Easter of Year 6. Enrolment interviews take place predominately during Terms 2 and 3.
  - Please promptly advise the college if you have any changes to your postal or email addresses or telephone numbers.
  - After the enrolment interview, offers of placement are made to successful families requesting:
    - completion of the confirmation of enrolment agreement
    - payment of a non-refundable confirmation fee of \$250

**Please note:** The return of the confirmation agreement and payment before the due date will secure your child's place at Clairvaux MacKillop College.

- For students seeking enrolment throughout the year, or in year levels other than Year 7:
  - Application should be made as early as possible.
  - Invitation to an interview will be via telephone or email.
- Following an offer of enrolment, a starting date will be discussed to allow:
  - Completion of confirmation of enrolment agreement
  - Payment of non-refundable confirmation fee of \$250
  - Subject selection
  - Purchase of uniforms

## **Enrolment Application and Support Procedure (EASP) for students requiring supported enrolment:**

This process seeks to reveal and clarify the needs of the student and to identify the educational adjustments required to access learning. Adjustments are made for students with a disability to enable them to access the curriculum, achieve curriculum outcomes and participate in school life on the same basis as their peers. An adjustment is any change made to help a student participate at school, learn, and be comfortable and safe.

The Enrolment Application and Support Procedure may also be used to support the enrolment of students who have been identified as gifted. [EASP Flowchart](#)

Further information on supported enrolment at Brisbane Catholic Education (BCE) schools is available on the BCE website via the link: [Inclusive Education \(bne.catholic.edu.au\)](http://bne.catholic.edu.au)

If you have any questions or need assistance with the enrolment of your child, please do not hesitate to contact the Enrolment Registrar on 33479223 or [enrolments@cvxmck.edu.au](mailto:enrolments@cvxmck.edu.au)