



*St Augustine's*  
**KEILOR**

Augustine's Way Keilor 3036  
T 9336 4294 F 9336 7898  
www.sakeilor.catholic.edu.au

## GENERAL GUIDELINES FOR ENROLMENT

St. Augustine's Keilor is a primary school in the Parish of St. Christopher's, Airport West and operates within the mission for Catholic education in the Archdiocese of Melbourne. St. Augustine's aim is to foster Gospel values and to work in partnership with families to ensure growth in faith and identity as a member of a Catholic community.

### Procedure for Prep Enrolment

Enrolments at St. Augustine's are open at the start of the year that the child is attending four year old kindergarten. Children who have turned 5 years of age on or before 30<sup>th</sup> April are eligible to be considered for enrolment. It is not the school's practice to enrol students who do not meet this age criteria.

An initial inquiry will lead to an invitation to a general meeting, usually held in Term 1. Full application forms are available on the website and will need to be completed and brought to the meeting. Applicants are required to attend this meeting where information about the school is given. It covers such things as policies of the school, school fees, class sizes, grade structures and the enrolment of non-Catholic students. The enrolment criterion is explained and an indication of vacancies is given.

The prime criteria for consideration are as follows and are in line with the Catholic Education Office Melbourne.

1. Siblings of current students
2. Baptised Catholic students who reside in the Parish of Airport West
3. Catholic families with evidence that they are moving into the Parish
4. Catholic families from other local Parishes
5. Applicants from other Christian religions
6. Applicants from other religions
7. Applicants with no religion

If parents wish to be interviewed for enrolment they are required to leave behind a completed enrolment form, including a copy of Baptism, Birth and Immunization Certificates, as well as proof of address. It is advisable that any relevant medical information is also included, especially if there are learning difficulties or issues with mobility. Such information will not exclude enrolment but will enable the school to take further steps to secure funding for integration if applicable. Appointments can be made on the night or via a phone call to the office. Interviews are usually conducted by the Principal. The Principal may consult with the Principals of other neighbouring schools where multiple applications have been made.

First round offers are made in writing by the end of Term 2. Your acceptance and a non-refundable deposit are due within 2 weeks. This deposit will be applied to School Fees the following year. Non acceptance will result in offers being made to families on the waiting list.

Deferred enrolments are not automatically accepted for the subsequent year.

### Enrolment of Non-Catholic Students

Applications on behalf of non-Catholic students will be considered only if there are vacancies and there are no Catholic applications on the waiting list. At the interview the following will be discussed:

- The reason for requesting enrolment at a Catholic school.
- The inclusive nature of the school and the expectation that the student participates in the Religious life of the school.



*St Augustine's*  
**KEILOR**  
Augustine's Way Keilor 3036  
T: 9336 4294 F: 9336 7898  
www.sakeilor.catholic.edu.au

- The situation with subsequent enrolment into Catholic Secondary School and that attendance at St. Augustine's does not give automatic enrolment.

### **Enrolment in Other Classes**

If vacancies exist in other classes the criteria remains the same. Interviews are conducted by the Principal at a time mutually agreeable by both parties. Application documents including Birth, Baptism and Immunization are expected to be submitted prior to the interview. As with Prep enrolments a non-refundable deposit is expected with acceptance.

### **Key Dates**

Please click on the **Timeline** on the website for all key dates.

### **Conclusion**

In all matters pertaining to enrolment, the Parish Priest and the Principal have the right to exercise discretionary judgement and pastoral consideration when enrolment decisions are being made.