



MACKILLOP
Catholic College
WARNERVALE

It is our Mission... 'To provide a quality K-12 Catholic education for all students of our community following Christ as our Light in the spirit of Mary MacKillop'

ENROLMENT POLICY (Updated February 2022)

Introduction

MacKillop Catholic College, Warnervale is a unique K-12 Catholic School community situated on the Upper Central Coast of NSW with the College campus integrated into the St. Mary MacKillop Parish. The College is part of the Broken Bay Diocese under the leadership of the Bishop with governance from the Catholic Schools Broken Bay (CSBB). The governance structures are inclusive of the NSW Education Standards Authority (NESA) requirements that meet the NSW Education Act. The enrolment process aligns with the CSBB Enrolment Principles.

The main entry points for enrolment are with both Kindergarten and with Year 7.

Enrolment Criteria

The following criteria is used to determine priority for places in all years at the College.

1. Baptised Catholic children of Catholic families of the parish.
2. Siblings of children who are already enrolled in the school.
3. Baptised Catholic children of Catholic families beyond the parish.
4. Children of other Christian traditions, other faith traditions or non-churched backgrounds.

It is important to note that enrolment into the College at Primary level is a guarantee of enrolment through to Year 12. The same guarantee is offered to Primary students from our local Catholic Primary Feeder Schools.

Kindergarten Enrolment Process:

- Enrolment applications are accepted after the Open Day and Enrolment Information Evening held in March each year.
- Enrolment applications are due by generally the end of May each year.
- An enrolment interview takes place with the Primary Principal or Assistant Principal after the completed enrolment form has been received by the Enrolment Officer. At this time, staff will conduct a screener with your child.
- For families that have indicated their child may need further support for learning or other pastoral issues, the enrolment interview will take place with additional College staff to ensure the child's needs are planned for as part of the enrolment process.
- An email is distributed to parents with:
 - an offer of a place for your child. This offer must be accepted by return email or letter on or before the due date listed on the email; or
 - a place is not available for your child at this time.
- If enrolment numbers exceed the maximum number for the cohort, student applications may be placed on the waiting list and families advised.
- Kindergarten students and their parents are offered the Kinder Yana Program in Term 3 and 4 to support a smooth transition into starting Kindergarten the following year.

Year 7 Enrolment Process:

- Enrolment applications are accepted after the Open Day and Enrolment Information Evening held in March each year.
- Enrolment applications are due by generally the end of May each year.
- An enrolment interview takes place with the Secondary Principal or Assistant Principal after the completed enrolment form has been received by the Enrolment Officer.
- For families that have indicated their child may need further support for learning or other pastoral issues, the enrolment interview will take place with additional College staff to ensure the child's needs are planned for as part of the enrolment process.
- MacKillop Yr 6 students do not need to complete an enrolment application or attend an enrolment interview.
- Students and families from Catholic feeder schools do not need to attend an interview.
- An email is distributed to parents with:
 - an offer of a place for your child. This offer must be accepted by return email or letter on or before the due date listed on the email; or
 - a place is not available for your child at this time.
- If enrolment numbers exceed the maximum number for the cohort, student applications may be placed on the waiting list and families advised.
- Yr 7 students and their parents are offered Information Sessions and Orientation Days to support a smooth transition into starting Secondary School the following year

Late Enrolments – Families that submit their enrolment form after the due date for Kindergarten/Year 7 will be invited to an enrolment interview and may be offered a place based upon the above process if places are available. If no places are available, and the enrolment is accepted, it will be accepted on the basis of being placed on the waiting list.

Other Enrolment Applications

- Enrolment applications for other grades are open throughout the year. The selection criteria follows a similar pathway as for Kindergarten/Year 7 application.
- Enrolment Forms must be submitted to the Enrolment Officer and an offer will be made after an interview.
- Where class groups are full, parents may choose to go on a waiting list.
- Senior student applications will have to determine a pathway of study that meets NESA requirements. This is especially important in regards to qualifying for entry into the HSC Year.

Waiting List – If your child is placed on a waiting list for enrolment the priority is given to the original enrolment criteria.

SCHOOL TOURS

The College Principal, Primary Principal and Secondary Principal conduct tours of the College for prospective parents on request. Please contact the College administration to book a time for the tour.

Additionally, the College's student leaders have been trained to conduct school tours for prospective parents. Each year at the College's Open Day during Catholic Schools Week (Term One) College Tours are available for prospective families.

The College's orientation and transition days also provide school tours for students.

APPEAL PROCESS

Families who have received notification of not gaining entry at the College do have the right of appeal in writing to the College Principal or Parish Priest. Appointments for follow up interviews or digital correspondence are suitable methods for dealing with appeals.