

St. Mary MacKillop Primary School,
Keilor Downs.

Enrolment Procedure



St. Mary MacKillop Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Parents seeking to enrol their child in St. Mary MacKillop Primary School should review our Enrolment Policies and Procedures to understand the enrolment procedure and their obligations if the application to enrol their child is successful. A reference to Parent in this document includes a reference to a parent or guardian (as applicable).

Mandated Enrolment Procedure

To ensure consistency and transparency, we are required to follow the enrolment procedure presented in the following flow chart.

Year 7 enrolment

In enrolling students at Year 7, secondary schools that share priority parishes are required to collaborate to ensure all applicants are offered a place at a secondary MACS school. Collaboration aims to be open and transparent and consistent with local school enrolment policies and practices. Secondary schools must comply with the upper limit ceiling for Year 7 enrolments for each MACS school, and take into account the priority parishes for each school together with the agreed timeline for the Year 7 enrolment procedure.

Enrolment of students with additional learning needs

We welcome parents who wish to enrol a child with additional learning needs and explore available options to fully understand and accommodate the child's needs. The procedure for enrolling students with additional learning needs should be the same as that for enrolling any student. There is collaboration between primary and secondary MACS schools to ensure coordination and consistency of policy and procedures. We are required to comply with the relebr each

failing to accept the person's application for admission as a student, or in the terms and conditions on which it is prepared to admit the person as a student.

However, it is not unlawful to refuse or fail to accept a person's application for admission as a student in an educational institution where the person, if admitted as a student by the educational authority, would require services or facilities that are not required by students who do not have a disability and the provision of which would impose unjustifiable hardship on the educational authority.

Privacy Act 1988 (Cth)

This legislation governs how schools must handle personal information collected as part of the enrolment procedure.

Our governing body has adopted a Privacy Policy in respect of its schools with which we must comply. We ensure the Privacy Policy is kept up-to-date on the school's website and in applicable forms and school documentation.