

# STUDENT ENROLMENT POLICY

## **Rationale:**

Catholic schools exist to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia to make Catholic school education available to all Catholic children, as far as resources allow.

## **Principles:**

1. Catholic schools recognise the uniqueness of each student.
2. Catholic schools have a preferential option for the poor and marginalised.
3. Catholic schools fulfil their mission in partnership with parents who are the first educators of their children.
4. Catholic schools have a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
5. Catholic schools shall accept all applications for enrolment.
6. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
7. Enrolment in a Catholic school shall be offered only where the school has age appropriate accommodation and the requisite resources to respond to any identified specific needs of the student.
8. Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.

## **Procedures:**

1. All applicants for enrolment will be advised in writing about the outcome of their applications.
2. All applicants for enrolment will be interviewed by the Principal.
3. Unsuccessful applicants will be placed on a waiting list.
4. Any offer of a place that is not accepted will result in the application being moved back to the waiting list.
5. Numbers for each class are set by the Catholic Education Office of Western Australia and from 2006 will be:
  - \* Kindergarten maximum of 30
  - \* Pre-Primary maximum of 30
  - \* Years 1, 2 & 3 maximum of 30
  - \* Years 4 to 7 maximum of 32.

These can be altered with the Director's approval.

6. Whether or not an enrolment application succeeds depends on there being a place available for the applicant.

7. All applications for enrolment must be accompanied by the following:

- 7.1 Application Fee
- 7.2 Birth Certificate
- 7.3 Immunisation Record
- 7.4 Baptismal Certificate
- 7.5 Special Assessments (if applicable)
- 7.6 Parish Priest/Minister's Reference (where applicable)
- 7.7 Enrolment Agreement.

**8. Places will be allocated to successful applicants according to the following priorities. After all these are taken into consideration places are then allocated in the order in which applications are received.**

- **Catholic students from St Anthony's Parish with a Parish Priest reference.**
- **Catholic students from outside the St Anthony's Parish with a Parish Priest reference.**
- **Other Catholic students (e.g. Interstate)**
- **Siblings of non-Catholic students**
- **Non-Catholic students from other Christian denominations**
- **Other non-Catholic students.**

**Following consultation with the Director, the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.**

9. When an applicant is offered a place a deposit is payable. Enrolment will not be confirmed until the deposit has been received. The deposit will be credited against the first fees account.

10. One term's notice is required if a student is to be withdrawn from the school. If the required notice is not given, one term's fees may be charged in lieu of notice.

11. A student who is leaving the school for any period of time can reserve a place for one year after which time tuition fees will be charged if the place is to be preserved.

12. The school's enrolment policy is set in accordance with the guidelines of the Catholic Education Office of Western Australia. Within these guidelines and in consultation with the Director of the Catholic Education Office of Western Australia, the School Principal may vary either the policy or its application to individual cases.