



St Elizabeth's Catholic Primary School, Hocking

CECWA – Community 2D5

STUDENT ENROLMENT POLICY

1. RATIONALE

St Elizabeth's Catholic Primary School, within the Catholic School System exists 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 (Mandate page 50).

2. DEFINITIONS

Nil

3. SCOPE

This policy applies to all Catholic schools in Western Australia.

4. PRINCIPLES

- a) St Elizabeth's Catholic Primary School exists to provide a distinctly Catholic education for children enrolled in our school.
- b) St Elizabeth's Catholic Primary School recognises the uniqueness of each student.
- c) St Elizabeth's Catholic Primary School has a preferential option for the poor and marginalised.
- d) St Elizabeth's Catholic Primary School fulfils its mission in partnership with parents who are the first educators of their children.
- e) St Elizabeth's Catholic Primary School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
- f) St Elizabeth's Catholic Primary School will accept all applications for enrolment.
- g) The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
- h) Enrolment at St Elizabeth's Catholic Primary School will be offered only where the school has age appropriate accommodation and in consultation with the appropriate consultant to ensure we can provide the necessary resources to respond to any specific needs of the student.
- i) Enrolment at St Elizabeth's Catholic Primary School does not guarantee enrolment in any other Catholic School.
- j) The Principal, in conjunction with the School Board, is responsible for developing the St Elizabeth's Catholic Primary School's Enrolment Policy.

5. PROCEDURES

- a) The enrolment policy will be publicly available
- b) The following enrolment priority will be followed when considering the Application for Admission to St Elizabeth's Catholic Primary School:
 - Catholic students from the Parish, with a Parish Priest Reference
 - Catholic students from outside the Parish, with a Parish Priest Reference
 - Other Catholic students
 - Siblings of Non-Catholic students
 - Non-Catholic students from other Christian denominations
 - Other Non-Catholic students

Aboriginal students will be given enrolment preference wherever possible and practicable. Following consultation with the Director, the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.

- c) Enrolments must comply with Government entry age requirements
 - d) Parents interested in enrolling their children at St Elizabeth's Catholic Primary School are given the following instructions:
 - Application for Admission
 - Interview process
 - Principal's Letter of Introduction to the school
 - St Elizabeth's Catholic Primary School Collection Notice
 - St Elizabeth's Catholic Primary School Fee Schedule and Payment Policy
 - Principal's Letter – explanation of Parish Priest Reference
 - Parish Priest Reference Form
 - What constitutes a breach of enrolment – as per the Application for Admission form
 - Parent obligations – as per the Application for Admission form
 - Compulsory Uniform Requirements & Price List
 - e) On completion and receipt of the documentation, an appointment for an interview with the Principal is made with the parents and the child. The timeline is dependent on individual circumstances.
 - f) The Catholic/Non-Catholic 'Enrolment Percentage Parameters' approved by the Bishops of Western Australia is to be referred to when enrolling students. Non-Catholic Aboriginal* students will not be included in the percentage calculations.
 - g) Enrolment may take place at any year level, K-6. A parent of a Kindergarten student may, in consultation with the Principal, defer the taking up of an offer of enrolment until the commencement of Pre-Primary.
 - h) During the interview the following will be discussed:
Matters direct from Enrolment form:
 - Student's individual needs – educational and medical requirements
 - Emergency contact procedure/authorisation
 - All forms completed as per Enrolment Package
 - i) School expectations and support from parents:
 - St Elizabeth's Catholic Primary School Vision and Mission
 - Catholic Ethos/Religious Education Programs
 - Children's masses/liturgies
 - Student Management Policy
 - Communication formats
 - Fee structure and payment options
 - Medical Procedures
 - Curriculum Matters
 - Communication
 - School Board and P&F Association participation
 - Grievance Process
- 6 The parent/s acknowledge that by completing an Application for Admission form and the acceptance by the school does not guarantee an enrolment interview nor a place at the school.
- 6.1 The parent/s also acknowledge that enrolment at St Elizabeth's Catholic Primary School is not a guarantee of enrolment at any other Catholic school.
- 6.2 If the parent/s or guardian/s sign a statement and have knowingly withheld material information relevant to the application/enrolment process then the Principal reserves the right to refuse or terminate enrolment on that ground.

- 6.3 All custodial parent/s or guardian/s will sign a declaration that to the best of their knowledge they have:
- (a) Disclosed any special educational needs of the prospective student
 - (b) Disclosed any particular medical, social and/or emotional conditions as well as health care requirements of the prospective student
 - (c) Provided a copy of any Parenting or Restraint Order that applies to the prospective student
 - (d) Provided the necessary visa documentation relating to an overseas student enrolment
 - (e) Fully understand and agree they accept that their child will participate in all required parts of the education program of the school including the Religious Education program
 - (f) Fully understand and agree to the terms and conditions set out in the school fee collection policy (refer to CECWA Policy statement 2C12 'School Fees: Setting and Collection')
 - (g) Fully and truthfully completed the Application for Enrolment Form
- 6.4 Principals will adhere to the CECWA's policy statements regarding the management, storage, transfer and disclosure of confidential information.
- 6.5 Breach of enrolment is considered when:
- 6.5.1 Incorrect information is supplied which affects the school in carrying out its duty to provide for the needs of the child.
 - 6.5.2 Withholding information which affects the schools goals and aims to develop the child to his/her full potential
- 6.6 Before offering enrolment at St Elizabeth's Catholic Primary School it is important that the capacity of the school to respond to specific educational needs of all its students is determined. Therefore;
- a) The Principal will ascertain whether the student has any special educational needs which will require differential resources if schooling is to achieve educational outcomes appropriate to the student's learning needs
 - b) Where the student has a disabling condition, disorder or significant health care needs, the Principal will consult with the Special Learning Needs Team at the Catholic Education Office to ensure that St Elizabeth's Catholic Primary School has the capacity to make adequate provision for the student's specific educational needs.
- 6.7 If the Principal determines that the school, after appropriate consultation as in 6.6 a) and 6.6 b) above, does not have the resources to respond to the student's educational needs then the parent/s or guardian/s may be referred to one of the Special Education Support Centre's located in certain Catholic schools.
- 6.8 Subsequent to the interview and on acceptance of the family to St Elizabeth's Catholic Primary School the following documentation will be forwarded:
- Principal's Letter of Acceptance
 - Medical Conditions/Asthma/Allergies
 - Parent Information – School Fees
 - School Data Collection
 - ICT Protocol and Agreement for parents with students Kindy – Year 6
 - School Vision, Mission and School Prayer
 - Rights and Responsibilities of all parties
 - Pastoral Care Policy
 - Bullying and Harassment Policy
 - Compulsory School Uniform Order and Price List
 - Bell Times

Review History

Year of Review	Reviewed by	Amendments/Review
1978	SRC	Originally Released
1994	SRC	Reviewed
1999	SRC	Reviewed
2004	SRC	Reviewed
2006	SRC	Reviewed
2009	SRC	Reviewed
2010	CEOWA	Reformatted
2012	CEOWA	Reviewed

Next Review

Year	CEOWA Standing Committee Responsible
2014	School Resources Committee