	Policy Name:	Student Enrolment
	Policy Area:	Education
	Policy Number:	2-D5
	Originally Released:	2001
	Revised	2005, 2015, 2018
Date for review:	2023	

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 (Mandate page 50).


St Mary's Catholic Primary School's Enrolment Policy is consistent with the principles and procedures detailed in the CECWA policy statement. This enrolment policy is publicly available.

Principles

1. Catholic schools exist to provide a distinctly Catholic education for children enrolled in them.
2. Catholic schools recognise the uniqueness of each student.
3. Catholic schools have a preferential option for the poor and marginalised.
4. Catholic schools fulfil their mission in partnership with parents who are the first educators of their children.
5. Catholic schools have a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
6. Catholic schools shall accept all application forms for enrolment.
7. The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
8. Enrolment in a Catholic school is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
9. Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.
10. The Principal, in conjunction with the School Board, is responsible for developing the school's enrolment policy.

Procedures

1. The priority for enrolment into St Mary's Catholic Primary School is:
 1. Catholic siblings of current Catholic students
 2. Catholic students from the Bunbury parish
 3. Catholic students from outside the Bunbury parish
 4. Siblings of non-Catholic students enrolled in the school
 5. Non-Catholic students from other Christian denominations
 6. Other non-Catholic students

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2. Aboriginal* students will be given enrolment preference wherever possible and practicable.
3. The Principal may vary the above priorities to suit particular local circumstances prevailing at the time, after prior consultation with the Director of Catholic Education and written confirmation of the outcome.
4. Enrolments will comply with Government entry age requirements.
5. Parents who wish to enrol their children into St Mary's can obtain an information package and enrolment form from the school office. This information is also available on the school website. The enrolment form, with Birth Certificate, Baptismal Certificate, Immunisation Records, Parish Priest Reference Form and Visa documents (if applicable), must be presented at the school office, with an application fee of \$20, which is non-refundable.
6. Completing an Application for Enrolment form and its acceptance by the school does not guarantee an enrolment interview nor a place at the school.
7. Before an offer of a place at St Mary's is made, prospective students and their parent(s) or guardian(s) will be interviewed by the Principal or a member of the school Leadership Team.
8. Enrolment into St Mary's shall only be offered when the requisite resourcing is available to respond to the specific needs of the student.
9. After the interview, a letter offering a place at St Mary's will be issued. The acceptance letter, signed by a parent or guardian, must be returned to the school office.
10. If, on any occasion, the special needs of a student are not disclosed at the time of interview, the enrolment may be determined invalid.
11. At the Interview the Principal will raise such matters as:
 - The Catholic ethos of the school
 - The Religious Education programme of the school
 - The role of the school with the family
 - Duty of care
 - Behaviour management
 - Communication and Reporting procedures
 - Specialist teaching areas
 - Support programmes



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- Staffing arrangements
- Expected parental support
- Special needs of the child
- What constitutes a breach of enrolment
- Timeline for processing applications
- Whatever the Principal determines relevant to gain an accurate assessment of the needs of the child and the school's suitability to meet those needs
- Fees and methods of payment.


12. Before offering enrolment in St Mary's School, the capacity of the school to respond to specific educational needs of all its students will be determined. Therefore, the Principal will ascertain if the student has any special educational needs which will require differential resourcing if schooling is to achieve educational outcomes appropriate to the student's learning needs.

13. Where the student has a disabling condition, disorder or significant health care needs, the Principal will consult with the Students with Disabilities Team at the Catholic Education Office to ensure the school has the capacity to make adequate provision for the student's specific educational needs.

14. If a parent(s) or guardian(s) has knowingly withheld material or information relevant to the application/enrolment process, then the Principal reserves the right to refuse or terminate enrolment on that ground

15. The enrolment Form includes a declaration signed by all custodial parent(s) or guardian(s) that, to the best of their knowledge, they have:

- disclosed any special educational needs of the prospective student
- disclosed any particular medical, social and/or emotional conditions as well as health care requirements of the prospective student
- provided a copy of any Parenting or Restraint Order that applies to the prospective student (if applicable)
- provided the necessary visa documentation relating to an overseas student enrolment
- fully understood 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
- fully understood and agreed to the terms and conditions set out in the school fee collection policy, i.e. they will have the responsibility and obligation to pay school fees to the best of their capacity

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- agreed they have an obligation to be fully involved with the school and support the fundraising ventures of the Parents and Friends' (P & F) organisation.
- fully and truthfully completed the Application for Enrolment form.

16. The Principal will adhere to the CECWA's policy statements regarding the management, storage, transfer and disclosure of confidential information.

17. Enrolment in St Mary's Catholic Primary School is not a guarantee of enrolment in any other Catholic school.

18. Enrolment into St Mary's 3 Year Old Program is not a guarantee of enrolment into Kindergarten.

*The term Aboriginal includes Torres Strait Islander peoples.