

ST JOHN PAUL II CATHOLIC PRIMARY SCHOOL



Student Enrolment Policy



Review due 2018

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).

Principles

- St John Paul II Catholic Primary School exists to provide a distinctly Catholic education for children enrolled.
- St John Paul II Catholic Primary School recognises the uniqueness of each student.
- St John Paul II Catholic Primary School has a preferential option for the poor and marginalised.
- St John Paul II Primary School fulfils their mission in partnership with parents who are the first educators of their children.
- St John Paul II Catholic Primary School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
- St John Paul II Catholic Primary School shall accept all application forms for enrolment.
- The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
- Enrolment in St John Paul II Catholic Primary School is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
- Enrolment into St John Paul II Catholic Primary School does not guarantee enrolment in any other Catholic school.
- The principal, in conjunction with the School Board, is responsible for developing the school's enrolment policy.

Procedures

- The enrolment policy shall be publicly available.
- The school shall have a written enrolment policy consistent with the principles and procedures detailed in the CECWA policy statement.
- The enrolment policy shall provide for the following enrolment priority for all students:
 - Catholic students from the parish with a Parish Priest reference
 - Other Catholic students
 - Siblings non-Catholic students
 - Non-Catholic students from other Christian denominations
 - Other non-Catholic students
- Aboriginal students shall be given enrolment preference wherever possible and practicable.
- 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.
- Enrolments must comply with Government entry age requirements.

The enrolment policy shall address the following:

- procedure for application
- interview process
- school enrolment criteria
- reference to the school's schedule of fees and payment policy

- timeline for processing
- enrolment of overseas students
- what constitutes a breach of enrolment
- parental obligations
- other points particular to the local situation
- Before an offer of a place is made, prospective students and their parent(s) or guardian(s) shall be interviewed by the principal or a member of the school Leadership Team.
- The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of the diocese shall be referred to when enrolling students. Non-Catholic Aboriginal students shall not be included in the percentage calculations.
- Enrolment may take place at any year level. 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.
- Application for Enrolment forms shall be designed by each school to suit its particular requirements and incorporate the following compulsory elements:
 - an acknowledgement that completing an Application for Enrolment form and its acceptance by the school does not guarantee an enrolment interview nor a place at the school
 - an acknowledgement that enrolment in that Catholic school is not a guarantee of enrolment in any other Catholic school
 - a statement that if a parent(s) or guardian(s) has knowingly withheld material information relevant to the application/enrolment process then the principal reserves the right to refuse or terminate enrolment on that ground
 - a declaration signed by all custodial parent(s) or guardian(s) 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 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
 - f) fully understood and agree to the terms and conditions set out in the Schools Fee Setting & Collection policy
 - g) fully and truthfully completed the Application for Enrolment form
- Principals shall adhere to the CECWA's policy statements regarding the management, storage, transfer and disclosure of confidential information.

The term Aboriginal includes Torres Strait Islander peoples.

Year of Review:
2004
2010
2014

Reviewed by:
admin
admin
admin

Amendments/Review
Originally Released
Reviewed
Reviewed