

	Topic:	Student Enrolment Policy
	Policy No reference (CECWA):	2-D5
	Policy Area:	Community
	Date Of Review:	2021

1. Rationale

Mel Maria Catholic Primary School exists to further the mission of the Church.

In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia (CEWA) to advance the Church’s purpose for Catholic schools, by making available a Catholic school education for all Catholic children, insofar as this is possible (Mandate, 50).

2. Definitions

The term *Aboriginal* refers to the original inhabitants of Australia and includes the Torres Strait Islander people.

The term *student* will include all students, including children and young people and children enrolled in early learning and care services.

The term *parents* will include parents or guardians or carers.

3. Principles

3.1 Mel Maria Catholic Primary School

- exists to provide a distinctly Catholic education for those enrolled.
- recognise the uniqueness of each student.
- promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
- Fulfils its mission in partnership with parents who are the first educators of their children.
- complies with the requirements of student enrolment in accordance with the Western Australian School Education Act 1999 and the Disability Standards in Education 2005.

3.2 Financial grounds shall never be the reason for the non-enrolment in, exclusion of, any child.

3.3 Aboriginal students shall be given enrolment preference wherever possible and practicable.

3.4 Enrolment in Mel Maria Catholic Primary School does not guarantee enrolment in any other Catholic school.

4. Procedures

- 4.1 The Principal, in conjunction with the School Board, is responsible for developing the school's enrolment policy which will reflect the uniqueness of their school community.
- 4.2 The enrolment priority for all students shall be
- 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
- 4.3 The Principal may vary the above priorities to suit particular local circumstances prevailing at the time after prior consultation with the Executive Director of Catholic Education and written confirmation of the outcome.
- 4.4 Mel Maria Catholic Primary School shall accept all application forms for enrolment.
- 4.5 The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
- 4.6 The Catholic/non-Catholic Enrolment Percentage Parameters approved by the Bishop of the diocese shall be referred to when enrolling students. (Currently 0-20% Non-Catholic)
- 4.7 Enrolments must comply with Government entry age requirements.
- 4.8 Enrolment may take place at any year level, (Pre K-6). A parent of a child eligible for Kindergarten may, in consultation with the Principal, defer the taking up of an offer of enrolment into the school until the commencement of Pre-primary.

4.9 Enrolment Procedure

Parents lodge an "Application for Enrolment" form with the school along with a \$80 application fee.

- Parents complete a "Pre Interview Student Details" form detailing the child's needs which may be discussed at the enrolment interview.
 - An Enrolment Interview with the Principal or Assistant Principal may be held depending upon vacancies in the year level sort and waiting lists if applicable
 - If possible both parents and student attend the enrolment interview, providing copies of birth, baptismal, immunisation, educational and medical records.
 - At the enrolment interview parents are informed if they knowingly withhold information relevant to the application/enrolment process then their application may be cancelled.
 - After the enrolment interview if a place is available parents will be notified via "Letter of Offer"
 - Parents inform the school in writing of their desire to accept the offer of enrolment.
- 4.10 Parents sign a declaration that to the best of their knowledge they have:
- Provided a copy of any Parenting or Restraint Order that applies to the prospective student
 - Provided the necessary documentation, that the school may request, to confirm the student's Australian residency status
 - Fully understood, agree and accept that their child will participate in all required parts of the education program of the school including the Religious Education program

- Viewed, fully understood and agree to the terms and conditions set out in the school's fee collection policy
- Received a Privacy Collection Notice
- Fully and truthfully completed the Application for Enrolment form

4.11 When enrolling children in the three year old Educational Program:

- Children shall have attained the age of three.
- Enrolment into the program shall relate to participation in the program and not enrolment into the school. Parents shall be advised that formal enrolment into the school occurs via an application at the time of seeking enrolment into kindergarten or subsequent year levels.

4.12 If a family wishes to withdraw their child a terms notice, where possible is required for the refund of fees.

Year of Review History	
1995	<i>Originally released</i>
1999	<i>Reviewed</i>
2001	<i>Reviewed</i>
2004	<i>Reviewed</i>
2008	<i>Reformatted</i>
2011	<i>Reviewed</i>
2014	<i>Reviewed</i>
2018	<i>Reformatted</i>