



St Peter's Primary School
103 Wood Street, Inglewood

Policy:

STUDENT ENROLMENT

Policy Area:

COMMUNITY

Last Review:

2015

Date for Review:

2018

This policy has been developed with reference to the Catholic Education Policy Number 2-D5 Student Enrolment

RATIONALE

In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia (CECWA) to advance the Church's purpose for Catholic schools, while embodying the Church's preferential option for the poor and disadvantaged, by making available a Catholic school education for all Catholic children, insofar as this is possible. (Bishops' Mandate, p. 50).

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.

PRINCIPLES

1. St Peter's Primary School exists to provide a distinctly Catholic education for our enrolled students.
2. St Peter's Primary School recognises the uniqueness of each student.
3. St Peter's Primary School fulfils its mission in partnership with parents who are the first educators of their children.
4. St Peter's Primary School promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
5. St Peter's Primary School accepts all applications for enrolment
6. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
7. Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from St Peter's Primary School.
8. Enrolment in St Peter's Primary School shall only be offered where the school has age-appropriate accommodation and the requisite resources to respond to any specific needs of the student.
9. St Peter's Primary School shall give enrolment preference to Aboriginal students wherever possible and practicable.
10. The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of the diocese shall be referred to when enrolling students.
11. St Peter's Primary School complies with the requirements of student enrolment in accordance with the Western Australian School Education Act 1999 and the Disability Standards in Education 2005.
12. Enrolment in St Peter's Primary School does not guarantee enrolment in any other Catholic school.

PROCEDURES

1. On inquiring, parents are issued with an enrolment form. When returned with a \$55 (inclusive of GST) non-refundable fee, the applicant's name is entered into Maze on the waiting list.
2. Parents and prospective students are invited for an interview with the Principal or member of the leadership team the year prior to their commencement in Kindergarden.
3. Placements will be offered according to the following criteria, listed in order of importance:
 - Siblings of students already enrolled in the school.
 - Catholic students from within the Parish with a Parish Priest reference.
 - Catholic students from outside the Parish with a reference from their Parish Priest.
 - Children of families with historical links to the school.
 - Children at the discretion of the Principal.
 - Non Catholic students from other Christian denominations.
 - Other non-Catholic students.
4. At the interview, the Principal or a member of the Leadership will advise parents of St Peter's Primary School philosophies and the schedule of the fee and payment policy.
5. At the interview, the enrolment form is discussed with reference to the importance of accurate information being given and the need to disclose pertinent details.
6. Enrolments must comply with government entry age requirements.
7. If found false or misleading information is given at the interview or on the enrolment form, a breach of trust has occurred. In these cases, the student's place at the school may be forfeited.
8. On accepting enrolment, parents are obliged to support the policies and procedures of St Peter's Primary School.
9. The parish priest may be consulted on the appropriateness of offering placement.
10. 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 the school has the resource capacity to make adequate provision for the student's specific educational needs.
11. Enrolment may take place at any year level.
12. Registration and enrolment forms will be designed to reflect current legislative requirements.
13. The final decision for any enrolment/placement is at the discretion of the Principal.
14. Following the interview, a letter of offer of placement is provided to the family. This letter will be accompanied with a Student History Form.
15. If the family decides to accept the offer, a non-refundable deposit for \$100 is required to secure the position together with the completed Student History form. Upon taking the position, this deposit is credited towards the following year's school fees.
16. Enrolment Procedure (compliance with Disability Standards in Education 2005):
 - a) The Enrolment Application Form should be free of disability details.

- b) If the parent is offered an interview, then a Pre-interview Student Details Form is to be given to the guardian/parents to complete and submitted with school reports, immunization records etc. prior to the interview.
- c) The Pre-interview Student Details Form detailing the child's needs may be discussed at the interview
- d) The Principal gives due consideration to educational adjustments required for the child and by the school community
- e) A decision is made by the Principal regarding enrolment

The family is informed of the enrolment decision and the reasons for the decision should an enrolment not be offered by the school

17. The Principal adheres to the CECWA's policy statements regarding the management, storage, transfer and disclosure of confidential and personal information.

REFERENCES

Bishops' Mandate for Catholic Education: 2009-2015