



Whitford Catholic Primary School

STUDENT ENROLMENT POLICY

Review: 2019

RATIONALE

Whitford Catholic Primary School supports the Mandate of the Bishops and the Catholic Education Commission of Western Australia in making Catholic school education available to all Catholic children within this and surrounding Parishes.

PRINCIPLES

- Whitford Catholic Primary School provides a distinctly Catholic education for enrolled children.
- Whitford Catholic Primary School recognises the uniqueness of each student.
- Whitford Catholic 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.
- Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from Whitford Catholic Primary School.
- Whitford Catholic Primary School fulfils its mission in partnership with parents who are the first educators of their children.
- Aboriginal students shall be given enrolment preference wherever possible and practicable.
- Whitford Catholic Primary School is required to comply with the requirements of student enrolment in accordance with the Western Australian School Education Act 1999 and the Disability Standards in Education 2005.
- Enrolment in Whitford Catholic Primary School does not guarantee enrolment in any other Catholic school.
- The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
- Enrolment in a Catholic school is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
- The Principal, in conjunction with the School Board, is responsible for developing and reviewing Whitford Catholic Primary School's Enrolment Policy.
- This policy, which is made in accordance with the Catholic Education Commission of WA Policy Statement on Student Enrolment, is publicly available on the Whitford Catholic Primary School website.

PROCEDURES

1. Whitford Catholic Primary School will accept all application forms for enrolment. The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
2. Applications for enrolment will be made on the appropriate form. Applications forms are available on request or via the school website.
3. Applications for enrolment will be processed as speedily as possible.
4. A Schedule of Fees and Payment Terms are available by request.
5. An application fee (non-refundable) will be charged at the time of interview to cover the costs of administration. All supporting documentation needs to be submitted at the time of interview.
6. Before an offer of a place is made, parent(s)/guardian(s) will be interviewed by the Principal or a member of the School Leadership Team.
7. Interviews for Kindergarten positions will take place approximately twelve months prior to the commencement of Kindergarten.
8. The enrolment policy provides for the following enrolment priority for all students:
 - (i) Catholic students from the parish with a Parish Priest reference
 - (ii) Catholic students from outside the parish with a Parish Priest reference
 - (iii) other Catholic students
 - (iv) siblings of non-Catholic students
 - (v) non-Catholic students from other Christian denominations
 - (vi) other non-Catholic students. Enrolments will comply with Government entry age requirements.
9. The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of the diocese shall be referred to when enrolling students.
10. Whitford Catholic Primary School is not registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and is therefore unable to accept Full Fee-Paying Overseas Students.
11. Enrolments must comply with Government entry age requirements.
12. Enrolment may take place at any year level, Kindergarten – Year 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.
13. If a parent/guardian 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.
14. Once a place has been offered and accepted, an enrolment fee is payable to confirm the placement and is non-refundable in the event of cancellation.

15. If your child has already commenced at Whitford Catholic Primary School, one term's notice of withdrawal is required. This notice must be in writing and addressed to the Principal. Failure to do so incurs a penalty of one term's tuition fees.
16. Whitford Catholic Primary School follows all Catholic Education Commission policies relating to enrolment, including that on breaches of enrolment.
17. Once a child is enrolled, parents and guardians are obliged to support all school policies, pay school fees, purchase learning materials as requested by the school and to assist children in supporting the school rules.
18. Whitford Catholic Primary School shall adhere to the CECWA's policy statements regarding the management, storage, transfer and disclosure of confidential and personal information.
19. Enrolment Procedure (compliance with Disability Standards in Education 2005):
 - (i) The Enrolment Application Form is free of disability details
 - (ii) 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.
 - (iii) The Pre-Interview Student Details Form detailing the child's needs may be discussed at the interview
 - (iv) The Principal gives due consideration to educational adjustments required for the child and by the school community
 - (v) A decision is made by the Principal regarding enrolment
 - (vi) The family is informed of the enrolment decision and the reasons for the decision should an enrolment not be offered by the school
20. When enrolling students in the Three Year-old Educational Program:
 - (i) Students shall have attained the age of three.
 - (ii) Enrolment into the program shall relate to participation in the program and not enrolment into the school. This point shall be clearly stated on the 'Letter of Acceptance' for parent(s)/guardian(s) and they 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.
 - (iii) Once a place has been offered and accepted, an Enrolment Fee is payable to confirm the placement and is non-refundable in the event of cancellation.

REFERENCES

Bishops' Mandate for Catholic Education: 2009-2015

RELATED DOCUMENTS

CECWA policy statements:

- 2-B3 Aboriginal Education
- 2-B6 Early Childhood Education and Care
- 2-B7 Justice Education
- 2-D8 Management of Confidential Information
- 2-D9 Privacy
- 2-C12 School Fees: Setting and Collection

Western Australian School Education Act 1999

Disability Standards in Education 2005