



## STUDENT ENROLMENT POLICY

Originally released 1990  
Revised: 2010  
Reviewed: 2015  
Due for Review: 2018

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### **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)

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### **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 Enrolment Policy
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### **PROCEDURES**

1. The enrolment priority is as follows:
  - 1.1 Catholic students from the Parish with a Parish Priest reference
  - 1.2 Catholic students from outside the Parish with a Parish Priest reference
  - 1.3 Other Catholic students
  - 1.4 Siblings of non-Catholic students
  - 1.5 Non-Catholic students from other Christian denominations
  - 1.6 Other non-Catholic students.

2. Procedure for application is as follows:
  - 2.1 Parents contact the school requesting an Enrolment Package:
    - Application for Enrolment form
    - Schedule of fees and charges
    - Parish Priest reference form
    - Privacy Act Collection Notice
    - Application Process

The Enrolment Package is also available on the school's website.

- 2.2 Parents formally submit to the school an Application for Enrolment together with copies of Birth and Baptism Certificates, Immunisation record, last school report (if applicable), Privacy Act Collection Notice form, Naplan (most recent), Priest reference, and a \$50 Application Fee.
- 2.3 Enrolment interviews are conducted by the Principal or a member of the School Leadership Team to fully brief parents on the principles underlying the Enrolment Policies and application in practice.
- 2.4 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.
- 2.5 The Principal shall 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.
- 2.6 Where the student has a disabling condition, disorder or significant health care needs, the Principal shall 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.
- 2.7 A formal offer of placement is made to parents who also submit an 'Enrolment Fee of \$100' (*deducted from the child's school fees the following term*) to secure enrolment.
- 2.8 Parents will forfeit the \$100 Enrolment Fee should they, after accepting an offer of a placement, opt not to send their child/ren to Mater Christi.
- 2.9 Unsuccessful applications are retained on a waiting list until advised by parents to the contrary.
- 2.10 No Catholic children will be prevented from enrolling at Mater Christi due to the inability of their parents to service prescribed fees and charges in whole or in part.
- 2.11 The agreement and conditions as stated in the Mater Christi Application for Enrolment will be inclusive in this policy.