



# Enrolment Policy

Reviewed 2017



# St Francis of Assisi Catholic Primary School

## STUDENT ENROLMENT POLICY

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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 to make Catholic school education available to all Catholic children, insofar as this is possible.

### **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 Francis of Assisi Catholic Primary School exists to provide a distinctly Catholic education.
2. St Francis of Assisi Catholic Primary School recognises the uniqueness of each student.
3. St Francis of Assisi CPS has a preferential option for the poor and marginalised.
4. St Francis of Assisi CPS acknowledges parents as the first educators of their children and strives to work in partnership with them.
5. St Francis of Assisi CPS has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
6. St Francis of Assisi CPS will accept all applications for enrolment; however, the acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
7. Enrolment at St Francis of Assisi CPS is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
8. Enrolment at St Francis of Assisi CPS does not guarantee enrolment in any other Catholic school.

### **PROCEDURES:**

1. Enrolments at St Francis of Assisi CPS will comply with Government entry age requirements. The enrolment policy and its related school documents shall be publicly available and included as part of the enrolment pack for viewing prior to parental/guardian signing of an enrolment acceptance.
2. At St Francis of Assisi CPS enrolment priority is given to:
  - Catholic students from St Andrew's Parish with a Parish Priest reference.
  - Catholic students from outside St Andrew's 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.  
(Parents of Catholic students arriving from interstate or overseas without a requisite Parish Priest's reference, or the parents of non Catholic children seeking enrolment at the school, may be required to attend an interview with the Parish Priest of St Andrew's Parish, Clarkson.)

*Following consultation with the Director, the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.)*

3. Upon request in person, by telephone, by mail, or by electronic means, a prospective family will be issued with the requisite application form accompanied by:
  - A brochure containing the school's current fees and enrolment priority.
  - The school's fee policy.
  - Advice of the school's requirement for an interview with the respective student and parent/s/guardian/s.
  - The school's 'Confidentiality Notice', currently on the front of the school's Application Form.

The completed application form is to be returned to the school accompanied by copies of the following documentation:

- Birth Certificate
  - Baptismal Certificate
  - Immunisation Record
  - Visa (if applicable)
  - The Parish Priest's reference may be forwarded directly to the school by the Parish Priest.
4. As a general principle, interviews for Kindergarten and/or Pre-Primary will be held during Term 2 in the year prior to the one in which the child is to start school. Interviews for all other year levels will be held as soon as practicable after receipt of the completed application form and required documentation.
  5. Parents, Guardians, or primary care-givers, will be required to bring the child/children to an interview with the Principal and/or one of the Assistant Principals. The interview will be accompanied by a tour of the school.
  6. The interview will address, but not be restricted to, the following issues:
    - Reasons for application for enrolment at a Catholic Parish primary school.
    - Any relevant information, including special needs, from the Application Form.
    - Parental expectations of the school.
    - School expectations of the parents  
(Support, involvement, fees, uniform, curriculum, settlement of disputes, breach of enrolment etc)
  7. Following the interview, the applicants will be prioritised, where necessary, according to the school's enrolment criteria.

8. Successful applicants will be:
- Forwarded a letter of offer and a "Confirmation of Enrolment", including "Conditions of Enrolment" which is to be signed and returned to the school.
  - Forwarded a copy of the school's uniform code as discussed at the interview.
  - Forwarded the Catholic Education Commission's 'Dispute and Complaint Resolution' brochure.
  - Sent an account for a booking fee. (This fee is deducted from the relevant first term fees when the student commences at the school. It is non-refundable in all other cases.)
9. Unsuccessful applicants will be:
- Notified by mail
  - Offered the opportunity of remaining on a 'Wait List'.
10. Applications from students with special needs are subject to normal school enrolment criteria. Parents will be made aware of all the educational options in the area.

**Related Proformas and other Forms**

2-D5 Application for Enrolment Proforma

2-D5 Pre-Interview Student Details Proforma

**Introduced February 2004**

**Reviewed February 2008**

**Reviewed Feb 2011**

**Reviewed 2014**

**Reviewed 2017**