

	Topic:	Student Enrolment
	Policy No:	2-D5
	Policy Area:	Community
	Standing Committee:	School Resources Committee
	Date Promulgated:	1978
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RATIONALE

St Mary's School exists to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of WA to make Catholic school education available to all Catholic children, as far as resources allow (Mandate page 50).

PRINCIPLES

1. The St Mary's School Enrolment Policy is based on the principles outlined in the Catholic Education Commission of WA Policy Statement on Pupil Enrolment (2C5, 2004)
Catholic schools exist to provide a distinctly Catholic education for children enrolled in them.
2. St Mary's School recognises the uniqueness of each student.
3. St Mary's School has a preferential option for the poor and marginalised.
4. St Mary's School fulfils its mission in partnership with parents, who are the first educators of their children.
5. St Mary's School has a responsibility to fulfill the requirements of relevant Federal, State and Local Government laws and legislations.
6. St Mary's School will accept all applications for enrolment.
7. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.

8. Whilst non-Catholics are certainly not denied the possibility of enrolment at St Mary's, it is school policy to limit the proportion of non-Catholics in the overall enrolment in order to preserve the Catholic nature of the school.
9. Enrolment at St Mary's School shall only be offered where there is age appropriate accommodation and the requisite resources to respond to any specific needs of the student.
10. It is expected that families who wish to become part of the school community by enrolling the children at St Mary's will be supportive of all aspects of the school ethos and purpose, in particular, its religious values.
11. In accepting an enrolment place at the school, parents are indicating their willingness to actively support the mission, beliefs, values and practices at St Mary's School for the development of their child.
12. Enrolment at St Mary's School does not guarantee enrolment at any other Catholic school.
13. All enrolments will comply with the relevant government age entry requirements.

PROCEDURES

1. Procedure for Application

- Secretary or Principal to give to parents or guardians:
 - Student Details Enrolment Form - do not confirm enrolment
 - Parent Handbook (containing Fee Schedule, Policies, school times, uniform requirements and other information)
 - Book List
 - Canteen Menu from BP Roadhouse
- Photocopy and return Baptism and Birth Certificate of all enrolled students. Photocopy Immunisation Card.
- If the child is non-Catholic then the 'Enrolment Percentage Parameters' for St Mary's School, needs to be referred to before enrolment takes place.
- Arrange appointment with Principal.
- Tour of school, if applicable.

2. Interview Process (child to be present when possible)

Discussion points:

- Catholic Ethos – school traditions
- Sacraments
- Organisations:
 - School Board
 - P& F – Fund raising.
- Teaching Staff – specialist subjects,
- Fees
- Uniform
- Homework
- Custody (if applicable)
- Child's Health/Medication
- Learning Problems/Concerns
- Interests/Strengths
- Book List (Northampton News)

- Curriculum Framework/RAISE/Collaborative Learning/First Steps/Words Their Way Spelling Program/OLI if PP
- Bus Rules (online application to apply for school bus service)
- Check Baptism & Birth Certificates and Immunisation cards have been seen and photocopied
- See/meet child if not at interview

3. Following Interview

- Tour of school (if not already done)
- Confirm enrolment and start date – by phone and/or letter (Confirmation Letter attached)
- Adjust enrolment numbers

4. School Enrolment Criteria

1. Catholic students from the St Mary's School Parish with a Parish Priest reference
2. Catholic children from outside the Parish with a Parish Priest reference
3. Other Catholic students
4. Siblings of non-Catholic students
5. Non-Catholic students from other Christian denominations
6. Other non-Catholic students

5. School's Schedule of Fees and Payment policy (As set out in Parent Handbook)

St Mary's School Board sets school fees. At the Annual General Meeting of the School Board, held in February, the Treasurer announces any change in fees for the current year and the schedule is then published in the next School Newsletter.

The Fees schedule includes:

- Annual fees for education – inclusive of costs for incursions/excursions per year (such as puppet theatre/musical theatre, pool excursion etc)
- Amenities Fee for Art/Craft and transport
- Building Levy (per family) to help service capital debts
- P&F Levy
- Insurance

Fees are sent out at the beginning of each term and are to be paid in one of the following ways:

- One annual payment
- Four times a year (one per term)
- By special arrangements with the Principal (on a weekly or fortnightly basis and may be reduced in extenuating circumstances)

6. Timeline for Processing

At St Mary's School, Kindergarten and future enrolment applications will be taken at all times. Interviews for future Kindergarten students will be scheduled early in Term Three of the year before and written notification of acceptances sent out as soon as all interviews have taken place.

Other applications (see Item 1) will be taken and interviewed as per Student Enrolment Criteria (Item 4) as soon as a place becomes available. The Interview process will follow that outlined in this document (Item 2).

7. Enrolment of Overseas Students

Overseas students are enrolled as per CEWA guidelines.

Visas and passports are to be photocopied, showing students names, subclass and expiry date.

8. Parental Obligations

Parents are responsible for supplying information, to the best of their knowledge, in relationship to the prospective students in the following areas:

- Any special needs or requirements
- Any particular medical conditions and/or health requirements
- Parental or Restraint Order
- Fully completed enrolment form

9. Breach of Enrolment

If a parent or guardian knowingly withholds information relevant to the application/enrolment process, then the Principal reserves the right to refuse or terminate enrolment on that ground.

St Mary's School Northampton

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CONFIRMATION OF ENROLMENT

Name of Student: _____

Year of Admission: _____ Year Level: _____

ACCEPTANCE OF ENROLMENT

As Parents/Guardians of the above student, we hereby accept the offer of enrolment according to the Conditions of Enrolment listed below.

Name of Parents/Guardians (Please Print) _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

CONDITIONS OF ENROLMENT

- As parents/guardians of the above student, I/We;
- Agree that the information on the enrolment form be true and correct.
- Agree to support its faith development programme and contribute positively to the development of the ethos of the school.
- Agree to abide by the school's educational policy and other regulations which may be made from time to time.
- Agree to support the school's Dress Code, including sending children in the correct school uniform, as stipulated, from Year 1.
- Agree to help in the various school support activities including e.g. Parents and Friends' Association, School Board, Parent/Teacher Meetings, classroom activities, busy bees, etc.
- Agree to pay promptly all tuition and other fees as required (unless the School Board has agreed to other arrangements, made on a confidential basis with the Principal, in the case of financial hardship).