



Topic: STUDENT ENROLMENT POLICY

Policy No: D6

Policy Area: COMMUNITY

Originally Released: 2009

Date for Review and Reformatting: 2014

Date for Review: 2016

Principal: MRS KERRIE MERRIT

1. 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).

2. DEFINITION

Nil

3. SCOPE

This policy applies to Assumption Catholic Primary School.

4. PRINCIPLES

4.1 Catholic schools exist to provide a distinctly Catholic education for children enrolled in them.

4.2 Catholic schools recognise the uniqueness of each student.

4.3 Catholic schools have a preferential option for the poor and marginalised.

4.4 Catholic schools fulfil their mission in partnership with parents who are the first educators of their children.

4.5 Catholic schools have a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.

4.6 Catholic schools shall accept all application forms for enrolment.

4.7 The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.

4.8 Enrolment in a Catholic school is dependent on the availability of appropriate accommodation and compliance with legislative requirements.

4.9 Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.

4.10 The principal, in conjunction with the School Board, is responsible for developing the school's enrolment policy.

5. Procedures

5.1 Each school shall have a written enrolment policy consistent with the principles and procedures detailed in this CECWA policy statement. The enrolment policy shall be publicly available.

5.2 The enrolment policy shall provide for the following enrolment priority for all students:

Primary

- Catholic students from the parish with a Parish Priest reference
- Catholic students from outside the 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

Aboriginal and Torres Strait Islander students shall be given enrolment preference wherever possible and practicable.

The principal may vary the above priorities to suit particular local circumstances prevailing at the time after prior consultation with the Director of Catholic Education and written confirmation of the outcome.

5.3 Enrolments must comply with Government entry age requirements.

ASSUMPTION CATHOLIC PRIMARY SCHOOL: MANDURAH

ENROLMENT POLICY PHILOSOPHY

1. All children should have the opportunity for a Catholic Education regardless of disabilities, race, sex or financial circumstances, following in the tradition of Nano Nagle and the Order of the Presentation Sisters.
2. Parents must have a genuine desire for the religious values of Assumption Catholic Primary School, its Catholic ethos, goals, aims and objectives.
3. Enrolment into our school, therefore, expresses a commitment by parents to fully support school policies, practices and activities. This commitment extends to the School Board and the Parents and Friends' Association.
4. Where the interests of a child or parent cannot be met within the school, an alternative education facility will be suggested to help meet the family's needs.
5. Once enrolled, all children should feel secure in the knowledge that they are part of a Catholic community.

ENROLMENT POLICY PROCEDURES

PROCEDURE FOR APPLICATION:

1. Assumption will advertise for expressions of interest in student enrolments during:
 - a) Term Two of each year for Pre-Primary and Kindergarten positions in the following year.
 - b) Various terms for other year levels as appropriate.Interested parents will be required to complete the *Assumption School Application for Enrolment Form* and *Parish Reference* available from the school website or the School.
2. Parents on their part may apply for enrolment at any time.

INTERVIEW PROCESS:

1. Parents will be required to attend an interview with the Principal or delegated representative prior to enrolments being confirmed.
2. The interview time is an important occasion for parents to understand what it means to be part of Assumption Catholic Primary School's parent community. To help this process we ask that children not be present, if possible, on this occasion. Material discussed at the interview needs to be carefully considered as part of the acceptance of enrolment into our school. Parents will be presented with, and talk through, material relating to the school's Grooming Policy, Uniform Policy, Fee Schedule and Fee Collection Policy, Concerns brochure, Religious Education program, school commitments and on-going education at Mandurah Catholic College.
3. Parents are required to bring copies of the child's birth certificate, immunisation records, sacramental certificates, passport/residency details and "Residence, Contact or Specific Orders" information relating to the parentage of their child.
4. The Parish Priest will be consulted by the Principal regarding prospective children either through the Parish Reference or by personal contact.
5. Parents will be notified of the outcome of the enrolment application during Term Three of the year prior to entry into school (for Pre-Primary and Kindergarten children) and for all other children as soon as possible.
6. Parents will receive notification through a letter and are required to complete and return an "Acceptance of Offer" by the required date. *Failure to do so indicates parental intention to seek enrolment at another school. A breach of enrolment will have occurred if it is demonstrated that parents withheld information relevant to the application/enrolment process, especially in relation to the student's individual needs, medical conditions, health care requirements and/or parenting orders. In this situation enrolment may be refused or terminated.*

SELECTION CRITERIA:

1. **Class sizes:** Classes shall not exceed -

Kindergarten	30 students per class
Pre-Primary	30 students per class
Years 1 - 3	30 students per class
Years 4 - 6	32 students per class
Composite (PP & Yr 1)	26 students per class
(Yr 2-6)	30 students per class

2. The School Principal determines the size of the classes, mindful of the educational and other needs of the students, Catholic Education Policy on Enrolments and the Catholic climate of the school.
 3. Enrolment priorities are as follows:
 - Baptised Catholic children within the Assumption School designated Parish boundaries
 - Baptised Catholic children from outside the Parish
 - Siblings of non-Catholic children enrolled in the school
 - Non-Catholic students from other Christian denominations
 - Other non-Catholic studentsNB: The Catholic/Non-Catholic parameters set by the Bishops of Western Australia shall be followed for enrolments.
- N.B. The enrolment priorities are a guideline only. The actual enrolment is at the discretion of the Principal. As a family school, every endeavour will be made to accommodate siblings.

OTHER POINTS RELEVANT TO THE LOCAL SITUATION:

1. The Principal shall contact the child's previous place of education to determine the child's needs.
2. All children with *special needs* will be reviewed prior to enrolment to determine the school's capacity (in terms of programmes, staff expertise, appropriate resources and existing student conditions) to meet that child's needs by referral to the Special Education Section at Catholic Education Office.
3. Enrolment in Kindergarten is not compulsory. Parents wishing to exclude their children from these classes will need to undergo the enrolment process for Pre-Primary, provided vacancies exist.
4. Once enrolled in a Catholic school in the Mandurah/Pinjarra area, children are expected to continue within that school through to the end of Year Six (if staying within the Catholic system in the Mandurah/Pinjarra area).
5. Enrolment in a Catholic primary school does not ensure entry in a Catholic secondary school. Parents will need to make applications to the secondary school of their choice.
6. Enrolment within Catholic schools in the Mandurah/Pinjarra area is prioritised through a boundary system. Families living:
 - North of Pinjarra Road - need first apply to Assumption Catholic Primary School.
 - South of Pinjarra Road - need first apply to Mandurah Catholic College.
 - South of Casuarina Drive – need first apply to Dawesville Catholic Primary School.
 - Southeast of the Ravenswood Hotel need first apply to St Joseph's Catholic Primary in Pinjarra.Should any school be unable to accommodate an enrolment or should special factors affect the family, then each school will collaboratively endeavour to assist in meeting the family's enrolment needs.
7. The admission of students from overseas is dependent upon the guidelines as prescribed by the Catholic Education Office from time to time.

8. Students are no longer considered enrolled at Assumption if:
- a) Written notification is received from the parents indicating a change of schooling.
 - b) A transfer note is received from the child's new school.
 - c) After parental, student, staff and Catholic Education Office consultation, an alternative educational facility is determined to better meet the needs of the child, family and school community.
9. At the time of enrolment acceptance by the school, the enrolling family will be required to complete a Data Collection Form enabling nationally comparable reporting of student outcomes against the *National Goals for Schooling in the Twenty First Century*. This information is collected in accordance with the school's Privacy Policy.
- N.B. In the absence of the above three, enrolment of a pupil will cease if no contact can be made with the family for one term.

Year of Review	Reviewed by:	Amendments / Review
2009	ACPS School Board	Original Release
2012	ACPS School Board	Review
2014	ACPS School Board	Reviewed and Reformatted
Next Review 2016		

1.