

# **ASSUMPTION CATHOLIC PRIMARY SCHOOL ENROLMENT POLICY - 2008**

## **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 3 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*.
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 4 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 - 7	32 students per class
Composite	
(PP & Yr 1)	26 students per class
(Yr 2-7)	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.

**Time-Line:** Assumption's Enrolment Policy to be reviewed each two years.

### ***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 and Pre-Primary classes is not compulsory. Parents wishing to exclude their children from these classes will need to undergo the enrolment process for Year 1, 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 7 (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 Josephs 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 dependant 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.

**SIGNATURES:**

**Principal:** \_\_\_\_\_

**Board Person:** \_\_\_\_\_

**Parish Priest:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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