

# ASSUMPTION CATHOLIC PRIMARY SCHOOL



## ENROLMENT PROCEDURE

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<b>EFFECTIVE DATE:</b>	January 2014
<b>DATE LAST UPDATED:</b>	February 2023
<b>FREQUENCY OF REVIEW:</b>	Bi-Annually
<b>DATE FOR REVIEW:</b>	February 2025

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### INTRODUCTION:

Assumption Catholic Primary School's primary purpose is to provide a quality Catholic education for families in Mandurah and surrounds.

### PRINCIPLES

#### **Assumption catholic Primary School:**

- Recognizes the uniqueness of each student.
- Promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
- Aligns its enrolment policies and practices with the Disability Discrimination Act 1992 (DDA) and the Disability Standards for Education 2005 (DSE), and therefore is required to consider the rights and protection this legislation affords prospective students, their parents/guardians as well as their own schools (Part 4 Standard for Enrolments).
- Financial grounds must never be the reason for the non-enrolment in, or exclusion of, any child from a CEWA school.
- Fulfils their mission in partnership with parents, who are the first educators of their children.
- Catholic students will be given enrolment preference wherever possible and practicable.
- Aboriginal students must be given enrolment preference wherever possible and practicable.
- Participation in programs run by a Assumption Catholic Primary School (e.g., three-year-old programs, out of school hours care) does not guarantee enrolment in Kindergarten or other year levels.

### ENROLMENT PRIORITIES FOR APPLICANTS IN THE FOLLOWING ORDER

- 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.

Please note that Assumption does not encourage enrolments from students already enrolled in a Peel Catholic School. These students are not considered a priority as they are already receiving a Catholic education.

It is the responsibility of the parent/guardian to advise the principal of any special needs the child may have.

### **PROCEDURE FOR APPLICATION**

Complete an online Application for Enrolment Form located on the school website.

A non-refundable application fee (\$40) per child applies when lodging the Application for Enrolment Form. The acceptance of the Application for Enrolment Form does not guarantee an enrolment interview or offer of enrolment.

The following documentation is required:

- Copy of Birth Certificate
- Baptism Certificate and any other sacraments received (if applicable)
- Immunisation Verification
- Parish Reference
- If you have recently arrived from overseas, we require a copy of visa (entry number)
- Copy of the applicant's last two school reports and NAPLAN results

### **IMMUNISATION REQUIREMENTS**

Two requirements were introduced in 2019. The first requires schools to record the immunisation status of every new enrollee; the second prevents schools enrolling any students into Pre-Kindergarten or Kindergarten unless the student's immunisation status is up-to-date, or the student is exempt.

*Immunisation status:* This is the status for having been immunised against (or having acquired immunity by infection from) all or specified vaccine preventable notifiable infectious diseases, or not. Each student's immunisation status is as recorded on his or her current immunisation history statement.

From 1 January 2019, an immunisation history statement must be provided to the school by each new student's parent/guardian. The statement must be current - that is, no older than two months before being sighted by the school. The statement can be obtained from the Australian Immunisation Register. The Register staff will require the student's consent to release the statement if the student is over 14.

The enrolment register must record that the new student's immunisation status is either 'up-to-date' or 'not up-to-date'. If a statement is not provided, the immunisation status must be recorded as 'not up-to-date' [School Education Act, s.16(3)].

The requirement to record immunisation status does not apply to students who were already enrolled at the school on 1 January 2019. It will apply to them if they change schools.

From 22 July 2019, children seeking to enrol in Pre-Kindergarten must either be up to date with their immunisation or exempt. If not, the child cannot be enrolled [Public Health Act 2016, s.141D].

It is the Principal's responsibility to decide whether a child is exempt [Public Health Act, s.141D(2)(e)].

### **INTERVIEW PROCESS**

Interviews are a requirement of the Enrolment process.

All applicants will be requested to complete a **Pre-Interview Form** prior to interview.

The following documentation is to be provided at this stage:

- A copy of any Parenting, Restraint / Court Order that applies to the prospective student.
- Any other applicable documentation

### **ENROLMENT OFFER**

When a position is offered an **Acceptance of Enrolment** is required to be completed. This form is an extension of the original Application for Enrolment and acts as the binding contract between parents, students and the College.

At this stage a non-refundable Enrolment Deposit is payable. The deposit is deducted from the first year's enrolment.

### **NOTICE OF WITHDRAWAL**

The principal must be given a full term's notice in writing prior to the withdrawal of a student from the school or the annual school fee (1 full term) will be charged in lieu of notice.