



Topic:	Student Enrolment
Policy No:	2-D5
Policy Area:	Community
Date Promulgated:	2005
Date for Review:	2015

RATIONAL

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).

DEFINITIONS

The term retreat refers to time away from the normal school program where participants have the opportunity to reflect on their relationship with God. The emphasis is on students' awareness of the presence of God in their lives. Retreats may vary in style and duration. They include experiences of prayer, discussions, reflective silence and quiet time alone. The celebration of the Sacraments of Reconciliation and Eucharist is strongly encouraged.

PRINCIPLES

1. Catholic schools exist to provide a distinctly Catholic education for children enrolled in them.
2. Catholic schools recognise the uniqueness of each student.
3. Catholic schools have a preferential option for the poor and marginalised.
4. Catholic schools fulfil their mission in partnership with parents who are the first educators of their children.
5. Catholic schools have a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
6. Catholic schools shall accept all application forms for enrolment.
7. The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
8. Enrolment in a Catholic school is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
9. Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.

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

1. Saint Lawrence's Primary School's enrolment policy will be publicly available
2. The enrolment priority for all students applying at SL is:
 - a. Catholic students from the parish with a Parish Priest reference
 - b. Catholic students from outside the parish with a Parish Priest reference
 - c. other Catholic students
 - d. siblings of non-Catholic students
 - e. non-Catholic students from other Christian denominations
 - f. other non-Catholic students
3. Aboriginal* students shall be given enrolment preference wherever possible and practicable.
4. Enrolments must comply with Government entry age requirements.
5. The enrolment procedure is as follows;
 - a. The enrolment process for all students begins with the completion of an 'application for enrolment' form.
 - b. Before an offer of a place is made, prospective students and their parents or guardians shall be interviewed by the principal or a member of the administration team.
 - c. Successful applicants will be notified in writing of their application approval.
 - d. Enrolment is not accepted until the parents or guardians have completed, entirely, the enrolment form and the declaration as outlined in point 12 of Procedures in this policy.
6. The enrolment procedure for Kindergarten classes will generally take place in Terms 2 and 3 in the year preceding commencement.

7. The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of the diocese shall be referred to when enrolling students. Non-Catholic Aboriginal* students shall not be included in the percentage calculations.
8. Enrolment may take place at any year level, K–6. A parent of a Kindergarten student may, in consultation with the principal, defer the taking up of an offer of enrolment until the commencement of Pre-primary.
9. The completion an ‘Application for Enrolment’ form and its acceptance by the school does not guarantee an enrolment interview nor a place at the school
10. Enrolment at SL is not a guarantee of enrolment in any other Catholic school
11. If a parent or guardian has knowingly withheld material information relevant to the application/enrolment process then the principal reserves the right to refuse or terminate enrolment on that ground
12. Parents or guardians are required to sign a declaration that to the best of their knowledge they have:
 - a) disclosed any special educational needs of the prospective student
 - b) disclosed any particular medical, social and/or emotional conditions as well as health care requirements of the prospective student
 - c) provided a copy of any Parenting or Restraint Order that applies to the prospective student
 - d) fully understood and agree they accept that their child will participate in all required parts of the education program of the school including the Religious Education program
 - e) fully understood and agree they accept to abide by the school’s uniform and dress policy.
 - f) fully understood and agree to the terms and conditions set out in the school’s ‘Setting and Collection of Fees’ Policy
 - g) fully and truthfully completed the Saint Lawrence’s School Enrolment form.

REFERENCES

Catholic Education Commission of Western Australia Policy statement 2-C12 ‘School Fees: Setting and Collection’

Developed: 2005
Reviewed: 2006
Reviewed: 2011
Next Review 2015