



**SAINT HELENA'S**  
CATHOLIC PRIMARY SCHOOL

*Something Beautiful for God*

# **STUDENT ENROLMENT POLICY**

**Policy Area: Community**

**Date of Review: 2020**

## 1. RATIONALE

St Helena's Catholic Primary School (SHCPS) exists to further the mission of the Catholic Church in Western Australia. The Mandate of the Bishops of Western Australia requires that a Catholic school education be made available to all Catholic children, insofar as this is possible, while embodying the Church's preferential option for the poor and disadvantaged.<sup>1</sup>

## 2. PRINCIPLES

1. SHCPS exists to provide a distinctly Catholic education for enrolled children.
2. SHCPS recognises the uniqueness of each student.
3. SHCPS promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
4. Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from SHCPS.
5. SHCPS fulfils its mission in partnership with parents who are the first educators of their children.
6. Aboriginal students shall be given enrolment preference wherever possible and practicable.
7. SHCPS is required to comply with the requirements of student enrolment in accordance with the *School Education Act 1999 (WA)* and the *Disability Standards in Education Regulations 2005 (Cth)*.
8. Enrolment at SHCPS does not guarantee enrolment in any other Catholic school.

## 3. DEFINITIONS

1. The term *Aboriginal* refers to the original inhabitants of Australia and includes the Torres Strait Islander people.
2. The term *student* will include all students.
3. The term *parents* will include parents or guardians or carers.

## 4. PROCEDURES

1. The enrolment policy at SHCPS provides for the following enrolment priority:
  - 1.1 Catholic students from the parish with a Parish Priest reference
  - 1.2 Catholic students from outside the parish with a Parish Priest reference
  - 1.3 Other Catholic students
  - 1.4 Siblings of non-Catholic students
  - 1.5 Non-Catholic students from other Christian denominations
  - 1.6 Other non-Catholic students.
2. The Principal may vary the above priorities to suit particular local circumstances prevailing at the time after prior consultation with the Executive Director of Catholic Education and written confirmation of the outcome.
3. Enrolments shall comply with Government entry age requirements.

4. All enrolment applications shall be submitted on the SHCPS Enrolment Application Form. No enrolment application will be considered unless this form is completed in full and signed by the parent/guardian/caregiver.
5. 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.
6. On applying for enrolment, parents shall provide a copy of each child's Birth Certificate, Baptism Certificate, Immunisation Records and confirmation of each child's Visa/Australian residency status. If Sacraments in addition to Baptism have been received, documentary evidence shall also be provided.
7. The Application for Enrolment fee shall be \$55.00 and shall be paid at the time of lodging an application. This fee shall be non-refundable.
8. The acceptance by the school of an enrolment application form does not guarantee an enrolment interview.
9. Before an offer of a place is made, prospective students and their parent(s) shall be interviewed by the Principal or a member of the school Leadership Team. The offer of an enrolment interview does not guarantee an offer of enrolment.
10. Where an enrolment interview is offered, this shall be attended by at least one parent and the child for whom the application is being made.
11. Immediately prior to an interview taking place, parents shall complete a 'Pre-Interview Student Details' form detailing specific needs of the child. This may be discussed at the interview. The Principal shall give due consideration to educational adjustments required for the child and by the school community prior to making a decision regarding enrolment.
12. A SHCPS school fee and charges schedule plus a copy of the SHCPS Parent Code of Conduct shall be made available at the time of application and discussed at the enrolment interview.
13. Interviews for students seeking enrolment into Kindergarten at the beginning of a new school year shall normally begin in Term I of the year prior to when enrolment is being sought. Other enrolment interviews shall be undertaken as required.
14. Before enrolment is confirmed, all custodial parents shall sign a declaration that, to the best of their knowledge, they have:
  - a) provided a copy of any Parenting or Restraint Order/s that apply to the prospective student
  - b) provided the documentation request by the school to confirm the student's Australian residency status
  - c) fully understood, agreed to and accepted that they and their child shall participate in all required parts of the education program of the school including the Religious Education and faith programs
  - d) viewed, fully understood and agree to the terms and conditions set out in the school's Fee Setting and Collection Policy
  - e) fully understood, agreed and accepted that they and their child shall abide by the policies and directions of the school and the Catholic Education Commission of Western Australia as reviewed from time to time
  - f) received a Privacy Collection Notice
  - g) fully and truthfully completed the Application for Enrolment form.
15. Where a parent or guardian has knowingly withheld material or information relevant to the application/enrolment process, the Principal reserves the right to refuse or terminate enrolment.

16. An Enrolment deposit of no more than 25% of the annual tuition fee shall be paid upon acceptance of an Offer of Enrolment. This deposit shall be deducted from the first semester's tuition fees in the year of enrolment. Where circumstances beyond the control of the parents and/or guardians result in an enrolment deposit not being paid, the principal shall consider waiving the deposit.
17. When enrolling children in the Three Year-Old Educational Program:
- Children shall have attained the age of three.
  - Enrolment into the program shall relate to participation in the program and not enrolment into the school. This point shall be clearly stated on the 'Entry Form' for parents/guardians and they shall be advised that formal enrolment into the school occurs via an application at the time of seeking enrolment into Kindergarten or subsequent year levels.
  - The following entry priority shall be consulted for the program
    - a. Catholic children from the parish with a Parish Priest reference
    - b. Catholic children from outside the parish with a Parish Priest reference
    - c. Other Catholic children
    - d. Siblings of non-Catholic students
    - e. Non-Catholic children from other Christian denominations
    - f. Other non-Catholic student
18. The Application for Enrolment fee shall be \$55.00 and shall be paid at the time of lodging an application. This fee shall be non-refundable.

## REFERENCES

<sup>1</sup>Bishops Mandate for the Catholic Education Commission of Western Australia 2009 – 2015.

Revised 2020  
Due for Review 2022