

# Student Enrolment Policy

Developed: 2001  
Reviewed: 2012  
Reviewed: 2017



## 1. Rationale

In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia (CECWA) to advance the Church's purpose for Catholic schools, while embodying the Church's preferential option for the poor and disadvantaged, by making available a Catholic school education for all Catholic children, insofar as this is possible. (Bishops' Mandate, p. 50).

## 2. Definitions

The term Aboriginal refers to the original inhabitants of Australia and includes the Torres Strait Islander people.

The term student will include all students, including children and young people and children enrolled in early learning and care services.

The term parents will include parents or guardians or carers.

## 3. Scope

This policy statement applies to Our Lady of Lourdes School, Dardanup, based on CEWA Policy Student Enrolment 2-D5.

## 4. Principles

- 4.1 Our Lady of Lourdes School exists to provide a distinctly Catholic education for children enrolled in it.
- 4.2 Our Lady of Lourdes School recognises the uniqueness of each student.
- 4.3 Our Lady of Lourdes School promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
- 4.4 Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from Our Lady of Lourdes School.
- 4.5 Our Lady of Lourdes School fulfils its mission in partnership with parents who are the first educators of their children.
- 4.6 Aboriginal students shall be given enrolment preference wherever possible and practicable.
- 4.7 Our Lady of Lourdes School is required to comply with the requirements of student enrolment in accordance with the Western Australian School Education Act 1999 and the Disability Standards in Education 2005.
- 4.8 Enrolment in Our Lady of Lourdes School does not guarantee enrolment in any other Catholic school.

## 5. Procedures

- 5.1 Our Lady of Lourdes School has a written enrolment policy consistent with the principles, procedures and related documents detailed in the CECWA policy statement 2 D-5. The enrolment policy is publicly available and included as part of the enrolment pack for viewing prior to parental/guardian signing of an enrolment acceptance.
- 5.2 The Principal, in conjunction with the School Board, is responsible for developing the school's enrolment policy which will reflect the uniqueness of the Our Lady of Lourdes School community. The Board reviews this policy annually.
- 5.3 Priority for enrolment at Our Lady of Lourdes School is as follows:
- 5.3.1
- 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.
- 5.3.2 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.
- 5.4 The enrolment policy ensures compliance with the requirements of the Western Australian School Education Act 1999 for education.
- 5.5 Our Lady of Lourdes School will accept all application forms for enrolment.
- 5.6 The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
- 5.7 The enrolment procedure at Our Lady of Lourdes School is as follows:
- 5.7.1 Submit completed application form together with Birth Certificate, Baptism Certificate (if appropriate) and Immunisation record.
- 5.7.2 Before an offer of a place is made, prospective students and their parent(s) or guardian(s) shall be interviewed by the principal or a member of the school Leadership Team.
- 5.7.8 After acceptance of enrolment interview, the family must provide any relevant additional information e.g. any special educational, medical, social and emotional needs of the student
- 5.7.3 At interview the family will be given a copy of the school's fee structure and fee collection policy as well as a Privacy Collection Notice and Image Permission form and MYCEETYA form.
- 5.7.4 Families will be informed of the success or failure of their application for enrolment as soon as is possible. Enrolment acceptance is signed by Principal and family.
- 5.8 The acceptance of an enrolment can only be made by the Principal.
- 5.9 Knowingly failing to declare information as required on the enrolment form is a breach of enrolment and thus a student's enrolment may be terminated.
- 5.10 Parents, in enrolling their child, agree to support the school, its Catholic ethos and its Policies including such issues as uniform and attendance at school celebrations.
- 5.11 Parents, students and other family members agree to abide by the Our Lady of Lourdes School Code of Conduct.

- 5.12 The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of Bunbury shall be referred to when enrolling students (currently 0-33% non-Catholic).
- 5.13 Enrolments must comply with Government entry age requirements.
- 5.14 Enrolment may take place at any year level, K-6. A parent of a child eligible for Kindergarten may, in consultation with the Principal, defer the taking up of an offer of enrolment into the school until the commencement of Pre-primary.
- 5.15 The enrolment of any student with special educational needs, a disabling condition, disorder or significant health care needs requires Principal consultation but must comply with the Disability Standards in Education 2005:
- 5.15.1 The Enrolment Application Form should be free of disability details
- 5.15.2 If the parent is offered an interview, then a Pre-Interview Student Details Form is to be given to the guardian/parents to complete and submitted with school reports, immunisation records etc. prior to the interview.
- 5.15.3 The Principal gives due consideration to educational adjustments required for the child and by the school community.
- 5.15.4 A decision is made by the Principal regarding enrolment.
- 5.15.5 The family is informed of the enrolment decision and the reasons for the decision should an enrolment not be offered by the school.
- 5.16 The Principal of Our Lady of Lourdes School will adhere to the CEWA's policy statements regarding the management, storage, transfer and disclosure of confidential and personal information.
- 5.17 A breach of enrolment at Our Lady of Lourdes School is non-compliance with school policies and procedures, or any breach of the Code of Conduct.
- 5.18 Overseas students seeking enrolment at Our Lady of Lourdes School follow the same criteria and processes as any students seeking enrolment.