ENROLMENT INFORMATION POLICY

RATIONAL
Catholic schools exist to further the mission of the Church. By the Bishops’ Mandate letter and the Student Enrolment Policy of the Catholic Education Office of Western Australia, St Andrew's Catholic Primary School, Clarkson, must make Catholic School education available to all Catholic children, insofar as this is possible.

PRINCIPLES
1. St Andrew’s Catholic Primary School recognizes the uniqueness of each student.

2. St Andrew’s Catholic Primary School works in partnership with the parents who are the first educators of their children.

3. St Andrew’s has a responsibility to fulfil the requirements of the Federal Government, the Government of Western Australia and the City of Wanneroo.

4. St Andrew’s will operate, abiding by the policies of the Catholic Education Commission of Western Australia. Any exceptions will be sought from the Director of Catholic Education in Western Australia.

5. St Andrew’s will accept all applications for enrolment.

6. The acceptance of an Application for Enrolment Form does not guarantee an enrolment interview with the Principal or offer of enrolment at St Andrew’s.

7. Enrolment at St Andrew’s will be offered where and when there is age-appropriate accommodation and the resources to respond to any specific need of the student.

8. The Principal will be aware of the Catholic/non-Catholic enrolment in the school and mindful of the Bishops’ parameters concerning this when offering places for enrolment.

9. Enrolment at St Andrew’s does not guarantee enrolment in any other Catholic primary or secondary school.

PROCEDURES
1. All applications for enrolment at St Andrew’s will be accepted for students born in Australia or covered by an accepted Visa.

2. Anyone inquiring about enrolment at St Andrew’s will be offered an Application for Enrolment Form (including a Standard Collection Notice) and relevant information covering uniforms, fees schedule and general information.

3. The Application for Enrolment Form is to be returned to the school accompanied by a Birth Certificate, Baptism Certificate, Immunisation Record, Parish Priest Reference, Copy of Visa/Australian Citizen Papers, any relevant reports regarding individual needs and a most recent school report, if appropriate. These will be photocopied by the school office. When relevant, a copy of any Family Court order pertaining to the child should be included or presented at the interview.
4. Prior to enrolment, the parents and children (where practical) will be asked to attend an interview with the Principal. This provides the opportunity to outline and discuss, the school's RE & religious practices, educational philosophy and organization, the student's needs, school support and expectations. The Fee schedule is presented and payment options offered. It's an opportunity for parents to further their knowledge of the school and voice their concerns and queries.

5. Interviews for Kindergarten will generally be conducted early in the year preceding the student's entry to St Andrew's. All other applicants will be interviewed when a place is available prior to enrolment being offered.

6. Following the interview an offer of a place may be made. Acceptance of the offer is formalised by parents returning the signed Enrolment Acceptance and paying the required deposit which is credited against the first issued School Account. This deposit is only refundable in exceptional circumstances.

7. On enrolling their children, parents undertake to support fully the Catholic philosophy and ethos of the school. Parents are expected to support the work of the school, follow organisational requests and attend parent information meetings, sacramental meetings and other events which are organised to enhance home and school working together for the student.

8. On enrolment, students are expected to abide by School Rules any time they are on school premises or participating in a school organised activity (ie activities held at school in the evening or on weekends) and all excursions/incursions.

9. On enrolling their children, parents accept to ensure students wear correct school uniform at all times.

10. Parents/Guardians are not permitted to raise issues via social media platforms or allude to the school in anyway, name the school or name staff. This is not best practice for resolving problems/issues. Any persons bringing the school or staff into disrepute on Social Media will not be operating within the school ethos and will be assisted to move to another school.

11. School Fees are issued at the start of the school year and are expected to be completed in full by the end of November.

**Priority of Enrolment** at St Andrew's based on the *Student Enrolment Policy* of the Catholic Education Commission of Western Australia and in accordance with the directions of the Bishops of Western Australia:

1. Siblings of Catholic Students already in the school with a Parish Priest reference
2. Catholic Students from the Parish with a Parish Priest reference
3. Catholic Students from outside the Parish with a Parish Priest reference
4. Siblings of Catholic students already in the school without a Parish Priest reference
5. Other Catholic Students
6. Siblings of non-Catholic students already in the school
7. Non-Catholic students from other Christian denominations
8. Other non-Catholic students

The date of original application for enrolment at St Andrew's is considered when offering places at St Andrew's within each section of the Enrolment Criteria.