



Topic	Student Enrolment
Policy Area:	Community
Originally Released	2006
Date for Review	2018

1. Rationale:

St. Joseph's Catholic Primary School Pinjarra (St Joseph's) exists to further the mission of the Church in bringing the Word of God to all people. As a Catholic School operating within the Parish of St. Augustine's, Pinjarra, we support the Mandate of the Bishops of Western Australia, which requires the Catholic Education Commission of Western Australia (CECWA) to make Catholic school education available to all Catholic families who wish their children to receive one, as far as resources within the school allow.

St Joseph's also acknowledges the need to evangelise within the wider community of Pinjarra and so, in keeping with the Bishops' guidelines on Catholic / Non-Catholic "Enrolment Percentage Parameters" we will also strive to offer a Catholic education for those Non-Catholic families who wish their children to receive one.

2. Scope

This policy applies to St Joseph's Catholic Primary School Pinjarra

3. 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.

4. Guidelines:

1. Each school shall have a written enrolment policy consistent with the principles and procedures detailed in the CECWA policy statement. The enrolment policy shall be publicly available.
2. The enrolment policy shall provide for the following enrolment priority for all students:
 1. Catholic students and subsequent siblings with a Parish Priest reference
 2. Other Catholic students and subsequent siblings
 3. Non-Catholic students and subsequent siblings

Aboriginal students shall be given enrolment preference wherever possible and practicable.

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 must comply with Government entry age requirements.
4. The admission of students from overseas is dependent upon the guidelines as prescribed by the CECWA from time to time.

5. Enrolment Procedures – Primary School

1. Parents/Caregivers interested in enrolling their child at St Joseph's Pinjarra are required to complete:
 - a) St Joseph's Catholic Primary School Pinjarra Enrolment Application Form
 - b) Parish Reference (where applicable)
 - c) Government Data Collection Form

These forms are available from the school website or the School.

2. The completed forms, together with relevant paperwork, such as:
 - a) copies of immunisation records
 - b) birth certificate
 - c) sacramental certificates
 - d) passport/residency details
 - e) "Residence, Contact or Specific Orders": information relating to the parentage of their child
 - f) copies of school academic reports
 - g) copies of any other relevant medical / developmental reports

must be returned to the office, together with payment of the \$25 Application Fee.

3. Upon receiving a completed Enrolment Application Form an appropriate interview time will be arranged to meet with the Principal or in his/her absence, one of the Assistant Principals.
4. During the interview the Principal/Assistant Principal shall make reference to the following points:
 - a) The school fee schedule and payment of school fees
 - b) The ethos and expectations of the school
 - c) Parental obligations in terms of supporting the school
 - d) Various policies in effect such as “No Hat-No Play”, uniform policy, homework policy, behaviour management policy etc
 - e) Other initiatives that may be in place from time to time
5. Subsequent to the interview process, a decision will be made with regards to the application. Parents will be notified as soon as possible after the enrolment interview regarding the success of the application.
6. If successful, parents are required to complete and return an “Acceptance of Offer”. Failure to do so indicates that parents do not wish to proceed with enrolling their child/children at St Joseph’s Pinjarra.

6. Enrolment Procedures – Three Year Old Kindergarten

1. Parents/Caregivers interested in enrolling their child in the St Joseph’s Pinjarra Three Year Old Kindergarten Program are required to complete a St Joseph’s Catholic Primary School Pinjarra Three Year Old Kindergarten Enrolment Application Form. This form is available from the school website or the School.
2. The completed Forms, together with:
 - a) copies of immunisation records
 - b) birth certificate

must be returned to the office, together with payment of the \$25 Application Fee.

3. Upon receiving a completed Enrolment Application Form an appropriate interview time will be arranged to meet with the Principal or in his/her absence, one of the Assistant Principals.
4. During the interview the Principal/Assistant Principal shall make reference to the following points:
 - a) Enrolment into the Three Year Old Kindergarten Program relates to participation in the program, and not enrolment into the school. Enrolment into the School occurs via an application at the time of seeking enrolment into Kindergarten or subsequent year levels, as described at Section 5 (above)
 - b) The fee schedule and payment of fees
 - c) The ethos and expectations of the school
 - d) Parental obligations in terms of supporting the school

- e) Various policies in effect such as “No Hat-No Play”, behaviour management policy etc
 - f) Other initiatives that may be in place from time to time
5. Subsequent to the interview process, a decision will be made with regards to the application. Parents will be notified as soon as possible after the enrolment interview regarding the success of the application.
 6. If successful, parents are required to complete and return an “Acceptance of Offer”. Failure to do so indicates that parents do not wish to proceed with enrolling their child/children at St Joseph’s Pinjarra.

7. Withdrawal of Enrolment

1. Students are no longer considered enrolled at St Joseph’s if:
 - a) Written notification is received from the parents indicating a change of schooling or withdrawal from the Three Year Old Kindergarten Program
 - b) For Primary School enrolled children, a transfer note is received from the child’s new school

8. References

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

9. Review History

Year of Review	Reviewed By	Amendments/Review
2006	School Board	Originally released
2012	School Board	Reviewed
2015	School Board	Reviewed and reformatted

10. Next Review

Year	Party Responsible
2018	School Board