



Student Enrolment Procedure

St Joseph's School

Address: 140 Railway Parade, WA 6107

Phone: (08) 9251 0500

Email: admin.sjsqp@cewa.edu.au

RATIONALE 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).

DEFINITION Nil

SCOPE

This procedure applies to St. Joseph's School Queens Park.

PRINCIPLES

1. St Joseph's School exists to provide a distinctly Catholic education for children enrolled in them.
2. St Joseph's School recognises the uniqueness of each student.
3. St Joseph's School has a preferential option for the poor and marginalised.
4. St Joseph's fulfil their mission in partnership with parents who are the first educators of their children.
5. St Joseph's have a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
6. St Joseph's 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 St Joseph's School is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
9. Enrolment in a St Joseph's School does not guarantee enrolment in any other Catholic school.
10. The principal, in conjunction with the CEWA, is responsible for developing the school's enrolment policy.

PROCEDURES

1. Each school shall have a written enrolment procedure consistent with the principles and procedures detailed in this CECWA procedure statement. The enrolment procedure shall be publicly available.

2. The enrolment procedure shall provide for the following enrolment priority for all students:

Primary

- 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

3. Enrolments must comply with Government entry age requirements.

4. The enrolment procedure shall address the following:

- procedure for application
- interview process
- school enrolment criteria
- reference to the school's schedule of fees and payment procedure
- timeline for processing (in general terms)
- enrolment of overseas students
- what constitutes a breach of enrolment
- parental obligations
- other points particular to the local situation

5. 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.

6. The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of the diocese shall be referred to when enrolling students. Non-Catholic First Nation students shall not be included in the percentage calculations.

7. Enrolment may take place at any year level 3YO-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.

8. Application for Enrolment forms shall be designed by each school to suit its particular requirements and incorporate the following compulsory elements:

- an acknowledgement that completing an Application for Enrolment form and its acceptance by the school does not guarantee an enrolment interview nor a place at the school
- an acknowledgement that enrolment in that Catholic school is not a guarantee of enrolment in any other Catholic school
- a statement that if a parent(s) or guardian(s) has knowingly withheld material information relevant to the application/enrolment process then the principal reserves the right to refuse or terminate enrolment on these grounds
- a declaration signed by all custodial parent(s) or guardian(s) that to the best of their knowledge they have:

- a) provided a copy of any Parenting or Restraint Order that applies to the prospective student
- b) provided the necessary visa documentation relating to an overseas student enrolment
- c) 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
- d) fully understood and agree to the terms and conditions set out in the school fee collection procedure (refer to CECWA Policy statement 2-C12 'School Fees: Setting and Collection')
- e) fully and truthfully completed the Application for Enrolment form

9. Principals shall adhere to the CECWA's procedure statements regarding the management, storage, transfer and disclosure of confidential information.

10. When enrolling students in the Three Year-old Educational Program students 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 parent(s)/guardian(s) 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.

It is recommended that the 'Entry Form' for the program be visually different from the enrolment forms of the school to assist in clarifying the situation with the program. The following entry priority shall be consulted for the program (provided the school is not operating the program under the Child Care Act 2007 with the associated Child Care Benefit):

- a) Catholic students from the parish
- b) Catholic students from outside the parish
- c) siblings of non-Catholic students
- d) non-Catholic students from other Christian denominations
- e) other non-Catholic students

First Nations Peoples shall be given enrolment preference wherever possible and practicable.

**The term Aboriginal includes Torres Strait Islander peoples.*

6. References

Catholic Education Commission of Western Australia Procedure statement 2-C12 'School Fees: Setting and Collection'

<https://policy.cewa.edu.au/executive-directive/enrolment/>