



# St Brigid's School, Bridgetown

## Student Enrolment Policy and Procedures

Revised 2013  
Reviewed 2019  
Next review 2024

### 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 (Mandate, 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 applies to all Catholic schools in Western Australia.

### 4. Principles

4.1 Catholic schools exist to provide a distinctly Catholic education for children enrolled in them.

4.2 Catholic schools recognise the uniqueness of each student.

4.3 Catholic schools promote 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 a Catholic school.

4.5 Catholic schools fulfil their 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 Schools are 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 a Catholic school does not guarantee enrolment in any other Catholic school.

### 5. Procedures

5.1 Each school shall have a written enrolment policy consistent with the principles, procedures and related documents detailed in this CECWA policy statement. The enrolment policy and its related school documents shall be 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 their school community.
- 5.3 The enrolment policy shall provide for the following enrolment priority for all students:
- 5.3.1 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.
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- 5.3.2 Secondary
- Catholic students from Catholic schools with a Parish Priest reference
  - Catholic students from non-Catholic schools with a Parish Priest reference
  - other Catholic students from Catholic schools
  - other Catholic students from non-Catholic schools
  - siblings of non-Catholic students
  - non-Catholic students from Catholic schools
  - non-Catholic students from other Christian denominations
  - other non-Catholic students.
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- 5.3.3 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 shall address the following:
- Compliance with the requirements of the *Western Australian School Education Act 1999* for education.
  - Compliance with the requirements of the *Disability Standards in Education 2005*
  - procedure for application
  - interview process
  - school enrolment criteria
  - information availability for parents regarding the school's schedule of fees and payment policy
  - timeline for processing enrolments (in general terms)
  - procedure for acquiring additional information once an interview for enrolment is accepted e.g. any special educational, medical, social and emotional needs of the student
  - enrolment of overseas students
  - what constitutes a breach of enrolment
  - parental obligations
  - Provision of a Privacy Collection Notice
  - other points particular to the local situation
- 5.5 Catholic schools shall 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 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.
- 5.8 The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of the diocese shall be referred to when enrolling students.

### Catholic / non-Catholic Enrolment Percentage Parameters

	<b>Non-Catholic %</b>	<b>Notes</b>
<b>Metropolitan Region</b>	0-20	New or developing schools – percentages are to be established by the CEOWA following discussions with the Interim Board and endorsed by the Bishop of the Diocese.
<b>Country (Diocese of Bunbury, Geraldton and Archdiocese of Perth)</b>	0-33	Other special circumstances – schools can request variations due to special circumstances. Variation requests can be made to the Executive Director of Catholic Education and then submitted to the Bishop for his endorsement.
<b>Country (Diocese of Broome)</b>		Individual percentages are to be determined school by school, after discussion and consultation with each parish as appropriate. The outcome of the discussion will be reviewed by the CEOWA and forwarded to the Bishop for his endorsement.

5.9 Enrolments must comply with Government entry age requirements.

5.10 Enrolment may take place at any year level, K–12. 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.

5.11 Enrolment Procedure (compliance with Disability Standards in Education 2005):

- a) The Enrolment Application Form should be free of disability details
- b) 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, immunization records etc. prior to the interview.
- c) The Pre-interview Student Details Form detailing the child's needs may be discussed at the interview
- d) The principal gives due consideration to educational adjustments required for the child and by the school community
- e) A decision is made by the principal regarding enrolment

The family is informed of the enrolment decision and the reasons for the decision should an enrolment not be offered by the school

5.12 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 that ground
- 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 documentation, that the school may request, to confirm the student's Australian residency status
  - c) fully understood, agree and accept that their child will participate in all required parts of the education program of the school including the Religious Education program
  - d) viewed, fully understood and agree to the terms and conditions set out in the school's fee collection policy
  - e) Received a Privacy Collection Notice
  - f) fully and truthfully completed the Application for Enrolment form

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

5.14 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.
- 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
- - 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 students