



# Padbury Catholic Primary School

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## ENROLMENT POLICY

### Rationale:

Padbury Catholic School exists to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of WA to make Catholic school education available to all Catholic children, insofar as this is possible.

### Principles:

1. Padbury Catholic Primary School recognizes the uniqueness of each student.
2. Padbury Catholic Primary School has a preferential option for the poor and marginalized.
3. Padbury Catholic Primary School fulfils their mission in partnership with parents who are the first educators of their children.
4. Padbury Catholic Primary School has a responsibility to fulfill the requirements of relevant Federal, State and Local Government laws and regulations.
5. Padbury Catholic Primary School shall accept all applications for enrolment.
6. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
7. Enrolment in Padbury Catholic Primary School shall only be offered where the school has age- appropriate places and the resources to respond to any specific needs of the student.
8. Enrolment in Padbury Catholic Primary School does not guarantee enrolment in any other Catholic school.

### Procedures:

1. On inquiry for enrolment parents will be required to complete an, 'Expression of Interest for Enrolment' form and pay the Application Fee. The Application Fee is \$60 per family or \$30 per child and is to be paid at the time of application.
2. Parents are required to attend an interview with the Principal to discuss their application for enrolment.

3. Placements will be offered according to the following criteria, listed in order of importance:
  - Siblings of Catholic students
  - Catholic students from within the Parish
  - Catholic students from outside the Parish
  - Siblings of non-Catholic students
  - Children at the discretion of the Principal
  - Non Catholic students from other Christian denominations
  - Other non-Catholic students
  - Aboriginal and Torres Strait Islanders will be given enrolment preference wherever possible and practicable.
4. At the interview parents will be informed of the school's philosophies and collection of school fees including the annual school fees schedule and other relevant policies that are available on the school website.
5. At interview the enrolment form is discussed with reference to the importance of accurate information being given and the need to disclose pertinent details.
6. An Enrolment Fee of \$100 per child to hold a place is to be paid. This will be deducted from the first term's school fees. Parents will be given a copy of the school fee collection policy and of the CECWA pamphlet called How to Deal with a Dispute or Complaint in a Catholic School,
7. If found false or misleading information is given at the interview or on the enrolment form a breach of trust has occurred. In these cases the students place at the school may be forfeited.
8. On accepting enrolment parents are obliged to support the policies and procedures of the school.
9. The parish priest may be consulted on the appropriateness of offering placement.
10. Where the student has a disabling condition, disorder or significant health care needs, the Principal will consult with the Special Learning Needs Team at the Catholic Education Office to ensure that the school has the resource capacity to make adequate provision for the student's specific educational needs.
11. Enrolment may take place at any year level. A parent of a kindergarten student may defer the taking up of an offer of enrolment until the commencement of pre primary.
12. Registration and enrolment forms will be designed to reflect current legislative requirements.
13. The final decision for any enrolment/placement is at the discretion of the Principal.

***References:***

*Catholic Education Commission of Western Australia Policy statement 2-D5 Community – Student Enrolment*