



# ENROLMENT POLICY

Drafted: 2003  
Revised: 2005  
Revised: 2007  
Revised: 2011  
Reviewed: 2013  
Reviewed: 2016  
Year for Review: 2019

## **RATIONALE**

The Catholic Education Commission strives to make Catholic schooling available to children where parents wish for them to be educated in an environment which has the Gospel values and a Catholic ethos as its basis. Parents seeking enrolment at Our Lady of the Cape Primary School should see this as the main reason for enrolment.

## **PRINCIPLES**

1. Catholic schools exist to provide a distinctively Catholic education for children enrolled in them.
  2. Catholic schools recognize 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 applications for enrolment.
  7. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
  8. Enrolment in a Catholic school shall be offered only where the school has age appropriate accommodation and the requisite resources to respond to any identified specific needs of the student.
  9. Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.  
***The enrolment priority at Our Lady of the Cape Primary School is as follows;***
    - a) Catholic students from the Parish with a Parish Priest reference.
    - b) Catholic students from outside the Parish with a Parish Priest reference.
    - c) Other Catholic students.
    - d) Siblings of non-Catholic students.
    - e) Non-Catholic students from other Christian denominations.
    - f) Other non-Catholic students.
1. All enrolments are to comply with Government entry age requirements as in place at the time.





## ENROLMENT POLICY

2. Enrolment may take place at any year level, K-7. In so doing consideration of all other enrolment principles and Catholic/ Non- Catholic percentage parameters must be met.
3. Kindergarten and Pre-primary enrolment priorities will be the same as above, incorporating an enrolment waiting list. Kindergarten enrolments will be advertised towards each year during semester two.
4. A parent of a Kindergarten student may, with the consent of the principal, defer taking up an offer of enrolment until the commencement of Pre-Primary.
5. Applications for enrolment are available from the Office and are required to be completed as the commencement of the enrolment process. In addition expression of interest form is available for parents with children not of school age and a log of these future enrolments are recorded. The enrolment priorities will form the basis of the possible future enrolments.
6. Before an offer of place is made parent(s)/guardian(s) shall be interviewed by the Principal or a member of the school Leadership Team. Prospective students shall be interviewed where appropriate.
7. The Catholic/Non-Catholic "Enrolment Percentage Parameters" approved by the Bishops of Western Australia is to be referred to when enrolling students.
8. Before offering enrolment in a Catholic school it is important that the capacity of the school to respond to specific educational needs of all its students is determined. Therefore:
  - a) The Principal shall ascertain whether the student has any special educational needs which will require differential resourcing if schooling is to achieve educational outcomes appropriate to the student's learning needs.
  - b) Where the student has a disabling condition, disorder or significant health care needs, the Principal shall consult with the Students with disabilities Team at the Catholic Education Office to ensure that the school has the capacity to make adequate provision for the student's specific educational needs.
9. If the Principal determines that the school, after appropriate consultation as in (a) and (b) above, does not have the resources to respond to the student's educational needs then the parent(s) or guardian(s) may be referred to one of the Special Education Centres located in certain Catholic schools.
10. Parents of a selected applicant will be requested to attend an Enrolment interview with the Principal. At least one parent will be expected to attend. An Enrolment interview does not guarantee a placement at the School.
11. Parents/ Guardians shall be informed that completing an enrolment form and acceptance of the application by the school does not guarantee a place at the school nor does it guarantee an enrolment interview.





## **ENROLMENT POLICY**

12. Enrolment forms and associated information shall be stored in line with CECWA policies relating to the management, storage, transfer and disclosure of confidential information.





# ENROLMENT POLICY

## **INTERVIEW**

All applicants for placement at Our Lady of the Cape Primary School will be required to have an interview with the Principal before a place is offered. In the case of students moving from interstate the application will be accepted on reference from the current Principal and an interview arranged prior to commencing school.

During the interview the Principal or member of the School's Leadership Team will:

- a) Emphasise the Catholic nature of the school.
  - b) Clarify with parents that they fully understand and agree that they accept that their child will participate in all required parts of the education process, including Religious Education programmes.
  - c) Outline parental obligations for enrolment and what constitutes a breach of enrolment, such as the withholding of relevant information. The principal shall explain the reserving of the right to refuse or terminate an enrolment in such cases.
  - d) Discuss with parents any medical, health care, special educational needs, parenting or restraining orders that may be relevant.
  - e) Obtain or request copies of baptismal certificates, immunization records and birth certificates (permanent residency/ citizenship certificates where relevant)
  - f) Clarify any aspects of the schools policies that were sent to Parents with their Application for Enrolment form.
  - g) A schedule of fees and payment options shall be provided and discussed. Information on the Health Care Card scheme shall also be provided.
  - h) Make parents aware of the ways in which they can participate in the life to the school – P&F, Board, and Classroom Rosters.
  - i) Make necessary arrangements to enrol student on the School Bus Service if necessary.
  - j) Cover specific information relevant to the local context at the time.
  - k) Inform parents that the interview does not guarantee an enrolment. Likewise that enrolment does not guarantee enrolment at another Catholic school
  - l) Provide parents with an approximate timescale for the enrolment decision to be made.
  - m) Clarify the aspects of the declaration that parents sign on the enrolment form.
13. On applying for enrolment, parents are requested to send a copy of the child's Birth Certificate, Baptism Certificate and Immunisation Card and any relevant reports from preschool or the previous school at the time of enrolment. In accordance with statutory requirements, children are to turn five by 30 June in the year that they are admitted to Pre-Primary and six in the year that they are admitted to Year 1.
14. Parents of the students seeking enrolment are expected to support the Catholic policies and practices of the school. They must show an interest in the Christian values of the school and work with the teachers in helping their child achieve these values. All Catholic children are expected to receive the Sacraments of Reconciliation, Eucharist and Confirmation in the appropriate years.

