Enrolment Policy

Rationale

St Mary’s School is a Parish Catholic Primary School. Catholic schools exist to further the mission of the Church. Priority for enrolment is given to Catholics who witness the Catholic faith in their homes and who participate regularly in the life of a worshipping community. Acceptance of children will be at the discretion of the Principal, in line with the “Student Enrolment Policy” issued by the Catholic Education Office of WA.

Principles

- Catholic schools exist to provide a distinctly Catholic education for children enrolled in them.
- Catholic schools recognise the uniqueness of each student.
- Catholic schools have a preferential option for the poor and marginalised.
- Catholic schools fulfil their mission in partnership with parents who are the first educators of their children.
- Catholic schools have a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
- Catholic schools shall accept all application forms for enrolment.
- The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
- Enrolment in a Catholic school is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
- Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.
- The principal, in conjunction with the School Board, is responsible for developing the school's enrolment policy.

Procedure

1. An application for enrolment form must be completed, as fully as possible, for every child enrolled.
2. Provision for bookings for children to be enrolled in future years is available. Before an application can be considered, the following conditions must be met:
   ♦ Parents/guardians are required to complete, in full, the enrolment form.
   ♦ Parents/guardians must provide birth and Baptismal certificates and immunisation records.
Parents/guardians attend an interview with the Principal or representative of the Principal.

During the interview:

- The Catholic/religious focus and priority of the school is outlined.
- The learning/social and any specials needs of the child/ren are discussed.
- Parents/guardians must be prepared to accept the conditions of enrolment fully in respect to each and every child.

Enrolment does not automatically follow as a result of an application. Because there are limits to class sizes, children may have to be placed on waiting lists.

Applications will be considered in the following order of priority:

**Criteria for Enrolment:**

- 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.

**Parents, on enrolment of their children at St Mary’s School must:**

1. Be supportive of a full Catholic Education for their child.
2. Support the educational and spiritual program of the school.
3. Pay school fees, except in cases of genuine hardship, where alternative arrangements may be made by appointment with the Principal. Associated with the school fees are a Building Levies and Amenities Fee. Levies and associated fees are non-refundable.
4. Work cooperatively with and within the school.
5. Be actively involved in the life of the school.
6. Ensure their child attends school in correct and FULL school uniform, maintained in good repair, thus encouraging development of the school community pride and self-discipline.

Each application for enrolment will be considered individually. The final decision on acceptance is at the discretion of the Principal. This policy is reviewed from time to time to reflect the directions of the Archbishop/Catholic Education Office.
The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

Some of the information we collect is to satisfy the School's legal obligations.

Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health [and Child Protection – if appropriate] laws.

Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, [Catholic Education Office, the Catholic Education Commission, your local diocese and the parish]* medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches and volunteers.

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.

Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.

As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.

We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.

If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
St Mary’s School
To do ordinary things extraordinarily well

Application for Enrolment

Procedures
Please complete and return to St Mary’s School.

The Principal welcomes applications from families who wish to share in the mission and vision of St Mary’s School community.

Please note that this is only an application for a position at St Mary’s School – it does not guarantee a place.

- Applications must be made on the official St Mary’s Enrolment Form.
- One Application Form is required for each child to be enrolled.
- Please complete ALL details – if not applicable please write N/A.
- The application form is submitted to the School office with photocopies of the child’s Baptism Certificate, Priest Reference, Birth Certificate and Immunisation record.
- Prior to the proposed date of entry, parents will be required to attend an interview with the Principal. Please note that an interview does not guarantee a position at the school.
- All applications should be directed to the Principal in writing through the school office.

Family Name: ________________________________

Child’s Christian Name: __________________________

Year Level Requested: __________________________

Year of Admission: __________________________

Date Received (Office Use Only): __________________________

Please note that any enquiries relating to this application should be made in writing and addressed to the Principal.
Dear Parents/Caregivers

Thank you for your interest in enrolling your child/ren at St Mary’s School.

Please find the following enclosed information, which may assist you in knowing more about our school:

- Application for Enrolment
- St Mary’s School Enrolment Policy
- Copy of the most recent School Fees
- Copy of the most recent Parent Handbook

The St Mary’s School Application for Enrolment form will help us to know more about your family and your child.

As outlined in the Enrolment Policy, enrolment does not automatically follow as a result of an application. Where there are limits to class sizes, children may have to be placed on waiting lists.

Your Application for Enrolment form, together with the Parish Priest reference, may be handed into our office or mailed directly to us. We will then be in contact with you at a later date to arrange an interview.

Should you have any queries regarding any of the information received, please do not hesitate to contact our office.

Yours sincerely

Ray Rose
Principal