



ST. COLUMBA'S CATHOLIC PRIMARY SCHOOL

ST. COLUMBA'S CATHOLIC PRIMARY SCHOOL POLICY FOR THE ENROLMENT OF STUDENTS

RATIONALE:

Catholic schools exist to further the mission of the Church to proclaim the Good News of Jesus Christ. St. Columba's Catholic Primary School seeks to make Catholic school education available to all Catholic children, insofar as this is possible.

1. PRINCIPLES:

- 1.1 St. Columba's Catholic Primary School (St. Columba's) recognises the uniqueness of each student.
- 1.2 St. Columba's grants preference to the poor and the marginalised.
- 1.3 St. Columba's fulfils its mission in partnership with parents who are recognised as the first educators of their children.
- 1.4 St. Columba's shall accept all applications for enrolment.
- 1.5 The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
- 1.6 Placement at St. Columba's shall only be offered where the school has age appropriate accommodation available and the requisite resources to respond to the specific needs of a student/s.
- 1.7 Enrolment at St. Columba's does not guarantee enrolment in any other Catholic school.
- 1.8 St. Columba's has responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
- 1.9 St. Columba's has a responsibility to conform to the 'Student Enrolment' policy statement mandated by the Catholic Education Office of Western Australia.

2. SCHOOL ENROLMENT PRIORITY:

Enrolment priority is given to (in order) :

- 2.1 Catholic students from the Parishes of South Perth and Como/Kensington, with priority being given to those students who have a Parish Priest Reference and whose family actively participate in worship and service within the Parish.
- 2.2 Catholic siblings of students currently attending St. Columba's.
- 2.3 Catholic students from Parishes with a Parish Priest Reference.
- 2.4 Catholic students from non-Catholic schools.
- 2.4 Non-Catholic students from other Christian denominations.
- 2.5 Other Non-Catholic students.

PLEASE NOTE: * THE PRINCIPAL MAY VARY THE ABOVE PRIORITIES TO SUIT PARTICULAR CIRCUMSTANCES.

** ENROLMENTS MUST COMPLY WITH GOVERNMENT ENTRY AGE REQUIREMENTS.

3. PROCEDURES FOR APPLYING:

- 3.1 Parent(s)/Guardian(s) wishing to enrol their child at St. Columba's must complete an 'Application for Enrolment' form and forward this to the Office (one per child) together with a \$50 non-refundable administration fee.
- 3.2 The Application for Enrolment is an application to attend St. Columba's.
- 3.3 Where an age appropriate vacancy exists, an interview will be conducted involving the School Principal and the parent(s)/guardian(s).
- 3.4 Enrolment interviews for Kindergarten will be conducted in the year prior to the calendar year for which enrolment is sought. At this stage parent(s)/guardian(s) must forward a copy of the 'Parish Priest's Reference' form to their Parish Priest for completion.
- 3.5 At the time of interview an application is not deemed 'complete' until copies of all requested documentation are provided to the School. This includes but is not limited to:
 - 'Application for Enrolment' form
 - Birth Certificate
 - Baptism Certificate
 - Parish Priest Reference
 - Immunisation Records
 - Parenting Orders (where relevant)
- 3.6 Through the interview process, the Principal will ascertain whether the student has any special educational needs. It will be established whether the specific needs of the student and their family can be met and whether the level of support required by the student can be adequately and effectively provided by the School.
- 3.7 Where there is doubt, the Principal shall 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.
- 3.8 Following the interview, parents/guardians will be notified in writing whether an offer of place is possible. On being offered a position for their child/children, a letter of acceptance must be returned to the school within fourteen (14) days together with any other requested information.
- 3.9 Where an offer of placement is not made, parents(s)/guardian(s) will be provided with the opportunity to place their child's application on a wait list.
- 3.10 Tuition fees and other charges are set by the Board of St. Columba's in accordance with Catholic Education Commission of Western Australia guidelines. Acceptance of an offer of a place is a commitment to support Catholic education financially by paying fees. A copy of the school's 'Payment of Fees Policy' is available from the Principal upon request.
- 3.11 If it can be demonstrated that a parent or guardian has knowingly withheld information relevant to the application/enrolment process, especially in relation to the student's

individual needs, medical conditions, health care requirements and/or Parenting Orders, enrolment may be refused or terminated.

- 3.12 The Principal shall have the discretion to conduct further and/or subsequent interviews for positions at the School in appropriate circumstances.

This 'Student Enrolment Policy' is in accordance with the Catholic Education Office of Western Australia policy and fulfils all requirements of relevant Federal, State and Local Government laws and regulations.