



# *St Joseph's School*

## **STUDENT ENROLMENT POLICY**

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### **ENROLMENT GUIDELINES**

St Joseph's Boulder exists to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia to make Catholic school education available to all Catholic children, insofar as this is possible and resources allow.

### **PRINCIPLES**

1. St Joseph's School exists to provide a distinctly Catholic education.
2. St Joseph's School recognises the uniqueness of each student.
3. St Joseph's School has a preferential option for the poor and marginalised.
4. St Joseph's School fulfills its mission in partnership with parents who are the first educators of their children.
5. St Joseph's School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
6. St Joseph's School 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 St Joseph's School shall only be offered where the school has age-appropriate accommodation and compliance with legislative requirements.
9. Enrolment in St Joseph's School does not guarantee enrolment in any other Catholic school.

### **PROCEDURE**

1. The enrolment policy shall be publicly available and extracts printed in the St Joseph's School Prospectus.
2. The school community provides the Principal with assistance, from the School Board, to develop the enrolment policy.
3. The enrolment policy shall provide for the following enrolment priority:

- 3.1 Siblings of Catholic students already attending the school from our Parish with a Parish Priest Reference.
- 3.2 Catholic children from our Parish with a Parish Priest Reference.
- 3.3 Catholic students transferring in from another Catholic school with a Parish Priest Reference.
- 3.4 Other Catholic enrolments.
- 3.5 Siblings of Non-Catholic students already attending the school.
- 3.6 Non-Catholic students from other Christian denominations.
- 3.7 Non-Catholic children.
- 3.8 Aboriginal\* students shall be given enrolment preference wherever possible and practicable.

\* The term Aboriginal includes Torres Strait islander peoples.

4. Enrolments must comply with Government entry age requirements.
5. The Principal may at their discretion, due to the student's special needs, offer a position to a family.
6. Before an offer of a place is made prospective students and their parent(s)/guardian(s) shall be interviewed by the Principal or a member of the school Leadership Team as appropriate. Parents may then be interviewed by a Parish Priest. Interviews will be held, except as outlined in the Prospectus for Kindergarten, when in the view of the Principal a likely position may become available in a class.
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 at St Joseph's School it is important that the capacity of the school to respond to the specific educational needs of all its students is determined. Therefore:
  - 8.1 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.
  - 8.2 Where the student has a disabling condition, disorder or significant health care needs, the Principal shall consult with the Students with Disabilities Team at Catholic Education Office to ensure that the school has the capacity to make adequate provision for the student's specific educational needs.

If the Principal determines that the school, after appropriate consultation as in 8.1 and 8.2 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 Support Centres.

9. Enrolment may take place at any year level, K – 7. A parent of a Kindergarten student may, with the consent of the Principal, accept an offer of enrolment until the commencement of Pre Primary.
  
10. St Joseph's School adheres to the CECWA policies regarding the management, storage and transfer of confidential information.
  
11. St Joseph's School bases their enrolment form on the Compulsory Elements of an Enrolment Form as prepared by CECWA including if a parent(s) or guardian(s) has knowingly withheld information relevant to the application/enrolment process then the principal reserves the right to refuse or terminate enrolment on that ground.
  
12. A declaration signed by all custodial parent(s) or guardian(s) that to the best of their knowledge they have:
  - a. Disclosed any special educational needs of the prospective student.
  - b. Disclosed any particular medical, social and/or emotional conditions as well as health care requirements of the prospective student.
  - c. Provided a copy of any Parenting or Restraint order that applies to the prospective student.
  - d. Provided the necessary visa documentation relating to an overseas student enrolment.
  - e. Fully understood and agree they accept that their child will participate in all required parts of the education program of the school including the Religious Education program.
  - f. Fully understood and agree to the terms and conditions set out in the school fee collection policy (refer to CECWA policy statement School Fees: Setting and Collection 2-D2).
  - g. Fully and truthfully completed the Application for Enrolment form.

In exceptional circumstances the Principal may vary the above priorities to suit particular local circumstances prevailing at the time after consultation with the Director.

All students are required to participate in the school's Religious Education Program. Catholic schools exist to further our faith and educate our children. We expect all parents to fully support the school in this area.

Parents wishing to enrol a student at St Joseph's School are to complete the enrolment form sent with the information package about St Joseph's School. Please enrol as early as possible.

Interviews will take place late in term two and early in term three of the year preceding enrolment. Children and at least one parent are to attend interviews. Positions in Kindergarten will be offered from late in term 3 to late in term 4.

N.B: Before the interview with the Principal an interview with the Parish Priest must have been completed and the parish reference form presented at the interview with the Principal. It is the parents responsibility to ensure that the reference forms are presented to the school within 14 days.

Details of the fees and the fees payment policy are available from the office. The school Board approved in 2006 the introduction of a \$100 fee to be paid on acceptance of an enrolment. This money will be credited to the first fee account presented to a family. However, if the child is withdrawn or fails to attend their first agreed days of schooling this fee will be forfeited to help cover costs.

If a parent or guardian has knowingly withheld information relevant to the application/enrolment process then the Principal reserves the right to refuse or terminate enrolment on that ground.

If a child fails to attend during their first two days of schooling without notifying St Joseph's Boulder this would constitute a breach of enrolment which would lead at the schools discretion, to the position offered being rescinded in writing.

### **AGE REQUIRMENTS**

#### **KINDERGARTEN**

Children turning four by June 30 in the year they commence kindergarten sessions.

#### **PRE PRIMARY**

Children turning five by June 30 in the year they commence Pre Primary classes.

#### **PRIMARY**

Children turning six by June 30 in the year they commence Year One.