



ST FRANCIS XAVIER PRIMARY SCHOOL

Topic:	Student Enrolment
Policy No:	2-D5
Policy Area	Community
Year Promulgation:	1997
Year reviewed:	2014
Date for Review:	2018

1. RATIONALE

Catholic schools exist to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires a Catholic education be made available to all Catholic children, as far as resources allow.

2. 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 marginalized.
- Catholic schools fulfill their mission in partnership with parents who are the first educators of their children.
- Catholic schools have a responsibility to fulfill the requirements of relevant Federal, State and Local Government laws and regulations.
- Catholic schools shall accept all applications for enrolment.
- The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
- Enrolment in a Catholic school shall be offered only when the school has age appropriate accommodation and the requisite resources to respond to any identified specific needs of the student.
- Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.

3. PROCEDURES

- 3.1 The Principal, with the assistance from the School Board, is responsible for developing the enrolment policy.
- 3.2 The following enrolment priority is to be followed:
 - Catholic students from St Francis Xavier 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.
- 3.3 Following consultation with the Director, the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.
- 3.4 Enrolments must comply with Government entry age requirements
- 3.5 The enrolment procedure is as follows:
- On application for enrolling a child in any year, parents will complete an 'Enrolment' form
 - An interview with the Principal, or representative, may be held following receipt of this form or parents will be notified as to the position on the waiting list; an interview will take place upon the availability of a place
 - At least one parent and the child, when possible, are to attend the interview bringing relevant birth, baptismal, sacramental, educational and medical records; and, if applicable, any Parenting or Restraining Orders
 - At the conclusion of the interview, where possible, applicants will be notified immediately of enrolment; will be given an Enrolment Form to complete; will be given a tour of the school; and notified that any additional information will be mailed.
 - At the interview, among other things, the Principal will:
 - i. ascertain whether the student has any special educational or physical needs which would require differential resourcing
 - ii. make clear that their child will participate in all required parts of the education programme of the school including the Religious Education program
 - iii. make clear the terms and conditions of the school fee collection policy
- 3.6 The Catholic / non-Catholic 'Enrolment percentage Parameters' approved by the Bishops of Western Australia is to be referred to when enrolling students.