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.