



# St Joseph's School

## STUDENT ENROLMENT POLICY

Released: 2006  
Reviewed: 2008, 2009, 2010,  
2012, 2014, 2016  
Due for Review: 2018

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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 advance the Church's purpose for Catholic schools, while embodying the Church's preferential option for the poor and disadvantaged, by making available a Catholic school education for all Catholic children, insofar as this is possible. (Bishop's Mandate, p. 50)

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### DEFINITIONS

The term *Aboriginal* refers to the original inhabitants of Australia and include Torres Strait Islander people.

The term *student* will include all students, including children and young people and children enrolled in early learning and care services.

The term *parents* will include parents or guardians or carers.

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### PRINCIPLES

1. St Joseph's School exists to provide a distinctly Catholic education for children enrolled in them.
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 shall accept all applications for enrolment.
6. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
7. Enrolment in St Joseph's School shall only be offered where the school has age-appropriate accommodation and compliance with legislative requirements.
8. Enrolment in St Joseph's School does not guarantee enrolment in any other Catholic school.

9. Schools are required to comply with the requirements of student enrolment in accordance with the Western Australian School Education Act 1999 and the Disability Standards in Education.
  10. Catholic schools promote justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
  11. Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from a Catholic school.
  12. Aboriginal students shall be given enrolment preference wherever possible and practicable.
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## **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. On inquiry for enrolment parents will be required to complete an 'Enrolment Form' and pay the Application Fee. The Application Fee is \$20 and is to be paid at the time of submission of the required enrolment forms and documents.
4. 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.
5. Parents are required to attend an interview with the Principal or a member of the Leadership Team to discuss their application.
6. The enrolment policy shall provide for the following enrolment priority for all students:
  - 6.1 Siblings of Catholic students already attending the school from our Parish with a Parish Priest Reference.
  - 6.2 Catholic children from our Parish with a Parish Priest Reference.
  - 6.3 Catholic students transferring in from another Catholic school with a Parish Priest Reference.
  - 6.4 Other Catholic students.
  - 6.5 Siblings of Non-Catholic students.
  - 6.6 Non-Catholic students from other Christian denominations.
  - 6.7 Other non-Catholic students.
  - 6.8 Aboriginal students shall be given enrolment preference wherever possible and practicable.
7. At the interview parents will be informed of the school's philosophies and collection of school fees including the annual school fees schedule and other relevant policies that are available on the school website.

8. At interview the enrolment form is discussed with reference to the importance of accurate information being given and the need to disclose pertinent details.
9. Once a place has been offered a non-refundable Enrolment Fee of \$100 per child to hold a place is to be paid. This will be deducted from the first term's school fees. Parents will be given a copy of the school fees collection policy and of the CECWA pamphlet called How to Deal with a Dispute of Complaint in a Catholic School.
10. If found false or misleading information is given at the interview or on the enrolment form a breach of trust has occurred. In these cases the student's place at the school may be forfeited.
11. On accepting the enrolment parents are obliged to support the policies and procedures of the school.
12. The parish priest may be consulted on the appropriateness of offering placement.
13. Enrolment may take place at any year level. A parent of a Kindergarten student may defer the taking up of an offer until the commencement of Pre-Primary.
14. Registration and enrolment forms will be designed to reflect current legislative requirements.
15. The final decision for any enrolment/placement is at the discretion of the Principal.
16. Enrolments must comply with Government entry age requirements.
17. The Principal may at their discretion, due to the student's special needs, offer a position to a family in need by following the Catholic Education Commission of Western Australia policy.
18. The Catholic/Non-Catholic "enrolment Percentage parameters" approved by the Bishops of Western Australia is to be referred to when enrolling students.
19. 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:
  - 19.1 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.
  - 19.2 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 19.1 and 19.2 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.

20. St Joseph's School adheres to the CECWA policies regarding the management, storage and transfer of confidential information.
21. 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.
22. A declaration is 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 documentation, that the school may request, to confirm the student's Australian residency status.
  - 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. Viewed, fully understood and agree to the terms and conditions set out in the School Fee Setting and Collection Policy (refer to CECWA policy statement School Fees: Setting and Collection 2-D2).
  - g. Fully and truthfully completed the Application for Enrolment form.
23. In exceptional circumstances the Principal may vary the above priorities to suit particular local circumstances prevailing at the time after consultation with the Director.
24. 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.
25. 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.
26. Interviews will take place late in term two and early in term three of the year proceeding enrolment. Children and at least one parent are to attend interviews. Positions in Kindergarten will be offered from Term 3.
27. 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.

28. 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.
29. 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
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### **When enrolling children in the Three Year-old Educational Program (Pre-Kindy)**

- Children shall have attained the age of three.
  - Enrolment into the program shall relate to participation in the program and not enrolment into the school. This point shall be clearly stated on the "Application Form" for parents/guardians and they shall be advised that formal enrolment into the school occurs via an application at the time of seeking enrolment into kindergarten or subsequent years.
  - The following entry priority shall be consulted for the program
    - a) Catholic children from the parish with a Parish Priest reference
    - b) Catholic children from outside the parish with a Parish Priest reference
    - c) other Catholic children
    - d) siblings of non-Catholic students
    - e) non-Catholic children from other Christian denominations
    - f) other non-Catholic students
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### **AGE REQUIRMENTS**

**PRE-KINDY** Children must have turned three before they commence the Pre-Kindy sessions.

**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.

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### **REFERENCES**

*Catholic Education Commission of Western Australia Policy statement 2-D5 Community – Student Enrolment.*