



*THY KINGDOM COME*

## Enrolment Procedure & Policy

Policy Name	Enrolment Procedure & Policy
Review Dates	2013, 2016, 2019
Date for Review	2021

### **PROCEDURE FOR APPLICATION**

Application forms must be submitted for all children seeking enrolment. These forms are available for download from the school website or from the school office.

A copy of each child's birth certificate and immunisation records must be attached to the application form when it is submitted.

### **RATIONALE**

Our Lady of Good Counsel School strives to be a fully Christian community in which the nurturing of Faith is integrated within the full, human growth and development of each child. We place importance upon enabling children to develop an awareness and understanding of their own self worth and human dignity. This, we believe, will help build successful relationships and assist in enabling effective learning to take place. Parents have first responsibility in developing within the child the Christian Faith, self-esteem, social skills and the initial literacy and numeracy knowledge. The role of our school is to provide the support and help for parents in their role and to deepen and strengthen the developmental complexities of this vital work.

## **PRINCIPLES**

Together with all Catholic Schools in Western Australia, Our Lady of Good Counsel School:

- Recognises the uniqueness of each child.
- Maintains a preferential option for the poor and marginalised.
- Endeavours to fulfil its mission in partnership with parents who are the first educators of their children.
- Has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
- Accepts all applications for enrolment. Acceptance of an application form however, does not guarantee an enrolment interview or offer of enrolment.
- Only offers enrolment where there is ageappropriate accommodation and the requisite resources to respond to any specific needs of the student. Enrolment at Our Lady of Good Counsel School does not guarantee enrolment in any other Catholic School.

## **ENROLMENT PRIORITY**

Enrolments will be prioritised in the following order:

1. Catholic students from this Parish with a Parish Priest reference
2. Catholic students from outside this Parish with a Parish Priest reference
3. Other Catholic students
4. Siblings of non-Catholic students currently enrolled.
5. Non-Catholic students from other Christian denominations
6. Other non-Catholic students.

Within the above parameters, a parent/guardian of a Kindergarten student may defer the taking up of an offer of enrolment until the commencement of PrePrimary. Following consultation with the Director, the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.

## **EXPECTATIONS**

Parents/Guardians are expected to:

- abide by the policies and directions of the school and the Catholic Education Commission of Western Australia as they are enacted from time to time.
- Abide by the schools "Code of Conduct"
- make a genuine commitment to support the spiritual, religious, physical, intellectual, social and emotional dimensions fundamental to our school's educational programme.
- fully support the school and be actively involved in the life of the school community.
- work collaboratively with staff to ensure cooperation exists within the school for the benefit of all the children.
- ensure that their child attends school on a regular basis in a punctual manner
- groomed according to school policy in correct and full school uniform
- ensure that a doctor's written approval is provided before approaching staff with any medication to give to their child.
- If a Custody Settlement has been made with regard to your child where it might entail "reasonable access" or "access at specific times", a copy of this order must be supplied to the school. All custody matters must be brought to the attention of the Principal upon initial interview.
- undertake to pay school fees. However, in cases of genuine hardship, alternative arrangements may be made. This is at the discretion of the School Principal. The Catholic Education system has a scheme in place which assists those parents who are the recipients of Health Care Card and some Pension Cards. Please discuss this matter with the Principal or front office Administration Officer.

## **PROCEDURE**

To apply for a position at this school, parents/guardians are required to complete and sign, the Application for Enrolment form. The form must be fully completed. If it can be demonstrated that you have withheld information relevant to the application or enrolment process, especially in relation to your child's individual needs, medical condition, health care requirements and/or Parenting Orders, then the enrolment may be refused or terminated.

Taking into consideration existing class sizes, an interview with the Principal or another member of the school Leadership Team may be arranged. At least one parent/guardian and the child are expected to attend the interview, bringing relevant scholastic and sacramental records. Legal documents (eg Parenting or Restraining Order), if applicable, must also be presented at the interview.

The final result of the interview is at the discretion of the Principal. The Principal reserves the right to contact the Parish Priest of the family seeking enrolment as well as previous educational/other institutions the child may have attended. Where large groups of students are being considered for enrolment (e.g., Kindergarten), decisions may not be finalised until after all applicants have been interviewed. This process could take several weeks. Day today enrolment decisions may vary, depending on the circumstances surrounding the application.

Upon a successful interview, parents will be required to pay a Family Enrolment Fee of \$200.00 to hold the position. This initial fee is not refundable if the family later chooses to attend a different school but it is deductible from term school fees.