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SACRED HEART PRIMARY SCHOOL STUDENT ENROLMENT POLICY

Rationale

Catholic schools exist 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 far as resources allow. (Mandate page 50)

Principles

1. Catholic schools exist to provide a distinctively Catholic education for children enrolled in them.
2. Catholic schools recognise the uniqueness of each student.
3. Catholic schools have a preferential option for the poor and marginalised.
4. Catholic schools fulfil their mission in partnership with parents who are the first educators of their children.
5. Catholic schools have a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
6. Catholic schools shall accept all applications forms for enrolment.
7. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
8. Enrolment in a Catholic school is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
9. Enrolment in a Catholic school does not guarantee enrolment in any other Catholic School.
10. The principal, in conjunction with the School Board, is responsible for developing the school's enrolment policy.

Procedures

1. Priorities for the Enrolment of Children into Sacred Heart School. In all categories siblings will take precedence.

- ❖ Catholic students from Sacred Heart Parish with a Parish Priest reference
- ❖ Catholic students from other parishes with a Parish Priest reference
- ❖ Other Catholic students
- ❖ Siblings of non-Catholic students
- ❖ Non-Catholic students from other Christian denominations
- ❖ Other non-Catholic students

In exceptional circumstances the Principal may vary the above priorities after consultation with the Executive Director

2. Parents/Guardians applying for student enrolment shall complete an enrolment form and provide a copy of the birth certificate, immunization record, baptismal certificate and other relevant information (i.e. medical reports, psychological assessments, special need support assistance, etc.)
3. An interview with the Principal or a member of the school leadership team must take place before an offer of place is made.
4. During the interview the following shall occur:
 - a copy of the school's schedule of fees provided;
 - reference to parental obligations in relation to student faith development, support for school initiatives, support for P&F social and fundraising activities, home/school communication.
5. The Catholic/Non-Catholic "Enrolment Percentage Parameters" approved by the Bishops of Western Australia is to be referred to when enrolling students.
6. Before offering enrolment the Principal shall, in conjunction with the Special Learning Needs Team at CEWA, determine whether the school is able to respond to specific educational needs of the students. In particular, consideration needs to be given to the placement of Special Needs children in classes where prior enrolment of Special Needs students exists.
7. Upon acceptance of an offer of place the following documents are to be provided to parents/guardians:
 - Parent Handbook
 - Fee Collection Policy
 - Dispute and Grievance Policy (*How to Deal with a Dispute or Complaint in a Catholic School*)
 - Uniform Requirements
 - Internet User Policy Form
 - Parents' Authority & Consent Form
 - School Calendar

Enrolment may take place at any Year level, K-6. Whilst Kindergarten is the enrolling year for the school, a parent of a Kindergarten student may defer the taking up of an offer of enrolment until the commencement of Pre-Primary.