



**St Bernadette's  
Catholic Primary School**

# St. Bernadette's Catholic Primary School

## Student Enrolment Policy

Initiated 1996

Revised 2002

2004

2005

2008

2013

Due for Review 2015

### RATIONALE

St Bernadette's School 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 make Catholic school education available to all Catholic children, in so far as resources allow.

### PRINCIPLES

1. St Bernadette's School recognises the uniqueness of each student.
2. St Bernadette's School has a preferential option for the poor and marginalised.
3. St Bernadette's School fulfils its mission in partnership with parents who are the first educators of their children.
4. St Bernadette's School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
5. St Bernadette'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 at St Bernadette's School shall be offered in consultation with the appropriate consultant to ensure we can provide the necessary resources to respond to any specific needs of the student and is subject to compliance with regulatory requirements.
8. Enrolment at St Bernadette's School does not guarantee enrolment in any other Catholic school.

### PROCEDURES

1. The Principal with the assistance from St Bernadette's School Board is responsible for developing the enrolment policy.
2. The following enrolment priority will be followed when considering the application of enrolment to St Bernadette's Catholic:

- 2.1 Catholic students from the Parish with a Parish Priest reference
- 2.2 Catholic students from outside the Parish with a Parish Priest reference
- 2.3 Other Catholic students
- 2.4 Siblings of non-Catholic students.
- 2.5 Non-Catholic students from other Christian denominations.
- 2.6 Other non-Catholic students.

\*Aboriginal students shall be given enrolment preference wherever possible and practical.

\* The above may be varied to suit local circumstances prevailing at the time after consultation with the Director of Catholic Education and written confirmation of the outcome.

- Parents interested in enrolling their children at St Bernadette's School are given the following information:
- Letter of explanation.
- Application for Enrolment
- Standard Collection Notice
- Pamphlet explaining the process for dealing with a dispute or complaint in a Catholic School.
- **PARISH PRIEST REFERENCE FORM:** to be completed by parent, to be completed by parish priest.

On completion and receipt of the documentation, an appointment is made with the parents and the child, the timeline is dependent on individual circumstance.

During the interview the following will be discussed:

Matters direct from Enrolment Form

- Students' individual needs – educational and medical requirements.
  - Students enrolling into Kindergarten must be toilet trained. The school accepts that toileting accidents happen during a school day, however repeated soiling or wetting will result in parents being asked to keep their child at home for a short period of time, to seek advice from Continence advisors and to try to rectify the issue. Upon returning to the classroom environment, the school will work in partnership with the parents to help implement any programs or practices set in place by health care advisors.
  - Emergency contact procedure/authorisation.
  - Agreement.
- School expectations and support from parents:
- Catholic Ethos/RE programs.
  - Children's masses.
  - Behaviour Management Policy.
  - Communication format
  - Fee Structure and payment options.
  - Medical Procedures.
  - School Board and P & F Association.

Breach of enrolment is considered when:

- Incorrect information is supplied which affects the school in carrying out its duty to provide for the needs of the child.
- Withholding information which affects the schools goals and aims to develop the child to his/her full potential.