



Policy:	STUDENT ENROLMENT
Released:	2008
Reviewed:	2016
Next Review:	2020

ST BERNARD'S STUDENT ENROLMENT POLICY

St Bernard's School Kojonup was founded to bring Catholic Education to the Catholic children of the Great Southern region in 1952. Today we continue that practice conscious that we are called to support parents in their education of their children by providing a quality education based on the principles and beliefs of the Catholic faith. In recognising the uniqueness of each student we will have a preferential option for the poor and marginalised.

The school's enrolment policy is devised in line with the Catholic Education Commission of Western Australia Policy statement 2-D5 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, 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 for enrolment.
7. The acceptance of an application form does not guarantee an enrolment interview or subsequent 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.

PROCEDURES

1. The enrolment priority at St Bernard's is as follows;
 - a. Catholic students from St Bernard's Parish with a Parish Priest reference
 - b. Catholic students from outside the St Bernard's Parish with a Parish Priest reference
 - c. Other Catholic students
 - d. Siblings of non-Catholic students currently enrolled at school
 - e. Non-Catholic students from other Christian denominations
 - f. Other non-Catholic students

Aboriginal students shall be given enrolment preference wherever possible and practicable. The term Aboriginal includes Torres Strait Islander peoples.

The principal may vary the above priorities to suit particular local circumstances prevailing at the time after prior consultation with the Director of Catholic Education and written confirmation of the outcome.

2. All enrolments must comply with Government entry age requirements as in place at the time.

3. Enrolment may take place at any year level, K-6. In so doing consideration of all other enrolment principles and Catholic/ Non- Catholic percentage parameters must be considered. Non-Catholic Aboriginal students shall not be included in the percentage calculations.
4. Kindergarten and Pre-primary enrolment priorities will be the same as above, incorporating an enrolment waiting list. Kindergarten enrolments will be advertised each year during Term Three.
5. A parent of a Kindergarten student may, with the consent of the principal, defer taking up an offer of enrolment until the commencement of Pre-Primary.
6. Applications for enrolment are available from the school reception and on the school website and are required to be completed as the commencement of the enrolment process. In addition expression of interest form is available for parents with children not of school age and a log of these future enrolments are recorded. The enrolment priorities will form the basis of the possible future enrolments.
7. Before an offer of place is made parent(s)/guardian(s) shall be interviewed by the Principal or a member of the school leadership team. Prospective students shall be interviewed where appropriate.
8. The Catholic/Non-Catholic “Enrolment Percentage Parameters” approved by the Bishops of Western Australia is to be referred to when enrolling students.
9. Before offering enrolment in a Catholic school it is important that the capacity of the school to respond to specific educational needs of all its students is determined. Therefore:
 - 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.
 - Where the student has a disabling condition, disorder or significant health care needs, the Principal shall consult with the Students with Disabilities Team at CEWA to ensure that the school has the capacity to make adequate provision for the student’s specific educational needs.
10. Enrolment forms and associated information shall be stored in line with CECWA policies relating to the management, storage, transfer and disclosure of confidential information.

INTERVIEW

All applicants for placement at St Bernard’s School will be required to have an interview with the Principal before a place is offered. In the case of students moving from interstate the application will be accepted on reference from the current Principal and an interview arranged prior to commencing school.

During the interview the Principal or member of the school’s leadership team will:

- a. Emphasise the Catholic nature of the school
- b. Clarify with parents that they fully understand and agree that they accept that their child will participate in all required parts of the education process, including Religious Education programmes.
- c. Outline parental obligations for enrolment and what constitutes a breach of enrolment, such as the withholding of relevant information. The principal shall explain the reserving of the right to refuse or terminate an enrolment in such cases.
- d. Discuss with parents any medical, health care, special educational needs, parenting or restraining orders that may be relevant.
- e. Obtain or request copies of baptismal certificates, immunisation records and birth certificates (permanent residency/ citizenship certificates where relevant)
- f. Clarify any aspects of the schools policies that were sent to parents with their Application for Enrolment form.
- g. A schedule of fees and payment options shall be provided and discussed. Information on the Health Care Card scheme shall also be provided.
- h. Make parents aware of the ways in which they can participate in the life to the school – P&F, Board, and classroom rosters.
- i. Make necessary arrangements to enrol student on the School Bus Service if necessary.
- j. Cover specific information relevant to the local context at the time.
- k. Inform parents that the interview does not guarantee an enrolment. Likewise that enrolment does not guarantee enrolment at another Catholic school.
- l. Provide parents with an approximate timescale for the enrolment decision to be made (This should be no longer than one week for PP – Year 6 students and no longer than four weeks for Kindergarten enrolments).
- m. Clarify the aspects of the declaration that parents sign on the enrolment form:
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 visa documentation relating to an overseas student enrolment
- e) fully understood and agree that their child will participate in all required parts of the education program of the school including the Religious Education program
- f) fully understood and agree to the terms and conditions set out in the school fee collection policy (refer to CECWA Policy statement 2-C12 ‘School Fees: Setting and Collection’)
- g) fully and truthfully completed the Application for Enrolment form

REFERENCES

Catholic Education Commission of Western Australia Policy statement 2-C12 ‘School Fees: Setting and Collection’

Catholic Education Commission of Western Australia Policy statement 2-D5 ‘Student Enrolment’

Review History

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Next Review

Year	Person / Group Responsible
2020	Principal