



#### SOURCES OF AUTHORITY

CEWA Policy	Stewardship
Executive Directive	Enrolment

#### **AIM**

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, in so far as is possible.

In accordance with this Rationale, St Joseph's School aims to model Christ in our behaviour to show respect, compassion and service to parents and students applying at the school. Our decisions in offering places of enrolment will be consistent and fair.

#### **ENROLMENT CRITERIA**

The following criteria establish important guidelines and principles for the acceptance and offer of enrolment places at St Joseph's School:

Priority enrolment, in order, will be given to students in the following categories

- Catholic students from Catholic schools with a Parish Priest reference
- Catholic students from non-Catholic schools with a Parish Priest reference
- Other Catholic students from Catholic schools
- Other Catholic students from non-Catholic schools
- Siblings of non-Catholic students
- Non-Catholic students from Catholic schools
- Non-Catholic students from other Christian denominations
- Other non-Catholic students

#### **Sacred Heart Goomalling**

Students attending Sacred Heart Goomalling, who wish to attend St Joseph's School in Year 7, will have a place at the school saved for them if the procedure below is followed.

- Enrolment form is submitted by the end of Term 3, Year 4 or as soon as possible following the enrolment into Sacred Heart if they are not a student during Year 4.
- Interviews will take place
- Parents wishing to hold a place for their child to start in Year 7 will be required to pay a \$500 deposit to hold the place. This will be deducted from the Term 1 fees.

#### **PRINCIPLES**

- Catholic schools exist to provide a distinctly Catholic education for children enrolled in them.
- Catholic schools recognise the uniqueness of each student.
- 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.
- Catholic schools fulfil their mission in partnership with parents who are the first educators of their children.

- Catholic 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 2005.
- Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.
- A Privacy Collection notice will be provided on Enrolment and adhered to according to the Privacy Act 1988 (Australian Privacy Principles (APPs), 2014).

## **PROCEDURE**

Families wishing to make application are advised to do so at the earliest opportunity by submitting their relevant application form (available from the School or the School website) and required documentation. A formal interview is necessary for successful enrolment.

The School Enrolment Package contains our Prospectus, Application for Enrolment Form, Parish Priest Reference Form, Current Fee Schedule and Charges, other important information relating to specialist programmes, and the Enrolment Policy.

To process an application St Joseph's School will require a copy of the candidate's

- Baptism certificate if applicable
- Immunisation statement issued by the Australian Immunisation Register.
- Medicare card

Application to the School, and fulfilling the enrolment procedure, is not a guarantee of an interview or an enrolment place. All applications for enrolment must include signatures by both parents (except in special circumstances). The Principal reserves the right to refuse or terminate enrolment due to non-disclosure of any relevant information.

The School undertakes to inform parents and applicants in writing at its earliest possible convenience of the progress and success, or otherwise, of each application.

Upon a place being offered parents are required to pay a Confirmation of Enrolment deposit and both parents and student are to sign relevant paperwork agreeing to the Code of Conduct, fees and policies of the School.

Authorised by	Andrea Woodgate	Signature:	
		Date:	
Effective Date:	July 2021	Next Review:	2024