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## STUDENT ENROLMENT POLICY

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### **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. St Maria Goretti's Catholic School recognizes the uniqueness of each student.
2. St Maria Goretti's Catholic School should give witness to genuine Christian simplicity and the Gospel spirit of poverty. St Maria Goretti's will aim to avoid affluence and be counter – cultural, as the 'Mandate of the Catholic Education Commission of Western Australia' recommends. Catholic schools are for all children.
3. St Maria Goretti's Catholic School recognizes parents as the prime educators of their children.
4. St Maria Goretti's Catholic School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
5. St Maria Goretti's Catholic School shall accept all applications for enrolment. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
6. Enrolment at St Maria Goretti's Catholic School is only offered where the school has age-appropriate accommodation and the requisite resources to respond to the specific needs of the student.
7. Enrolment into St Maria Goretti's Catholic School does not guarantee enrolment in any other Catholic School.

## PROCEDURES

1. Applications for enrolment will be considered according to the following enrolment priorities:
  - a) Catholic students from the Parish
  - b) Catholic students from outside the Parish
  - c) Siblings of non-Catholic students
  - d) Non-Catholic students from other Christian denominations
  - e) Other Non-Catholic students
2. School Waiting List
  - a) The school secretary will maintain ALL applicants on a Waiting List
  - b) Based on Procedure 1. invitations for enrolment interviews will be issued as a position becomes available.
  - c) The School waiting list will be reviewed and updated in November or as vacancies become available.
3. Procedures for Processing Applications
  - a. For Kindergarten to Year 6 received throughout the year
    - i. Parents may apply through the School Secretary for an application and upon receipt the child's name will be entered onto the School Waiting List.
    - ii. The Principal will:
      1. Determine if a position is available and the eligibility of the new student for admission in accordance with Procedure 1.
    - iii. The parents will be required to provide prior to the Enrolment interview
      1. The child's Birth Certificate
      2. The child's Baptism Certificate
      3. The child's current Health/Immunization Forms
      4. The completed National Collection Form as provided
      5. The Publicity and the Use of Student Image Form
      6. Other relevant Student Related documents
      7. Standard Collection Notice.

- b. For Kindergarten enrolment for the subsequent year.
  - i. Parents make application through the School Secretary to have their name entered onto the school waiting list.
  - ii. Towards the end of the first term of the year prior to the Kindergarten year, the Principal will notify the school and Parish community through the School and Parish Newsletter, of the closing date for applications for the subsequent year.
  - iii. The School Secretary will
    - 1. Develop an Application List by combining the Waiting List and the applications received.
    - 2. Apply Procedure 1. to the Application List to establish a prioritized interview list.
    - 3. The Interview List will be as of the closing date. All applications received after the closing date will be considered in accordance with the School's Enrolment Policy.
    - 4. The Principal will conduct Enrolment Interview in accordance with the established procedures.
    - 5. The Letters of Offer will be issued and confirmation of Acceptance of Enrolment will be required within one week of the emailing of the Letters of Offer, thereafter the position may be offered to the next applicant in accordance with the Enrolment Policy.
    - 6. Unsuccessful applicants will be notified in writing and given the opportunity to maintain their name on the School's waiting list.

4. By enrolling a child at St Maria Goretti's Catholic School the parent accepts and acknowledges:

- a) That they will work in cooperation with the staff and priests of the school to foster the best possible Catholic Education for their child. This Catholic Education is in regards to the child's faith, spiritual, academic social and physical learning.
- b) That they will abide by the policies and practices of St Maria Goretti's Catholic School. The Parental obligations extend to policies or practices developed by St Maria Goretti's Catholic School whilst their child/children is/are enrolled at St Maria Goretti's Catholic School.
- c) That they have an obligation to fully support the fund-raising ventures of the Parents and Friends (P&F) Association. This support is exemplified by being actively involved in administering one of the P&F functions and by attending the P&F's monthly meetings. The P&F funds provide additional amenities necessary for your child's education supplementing what is provided by the School Board's budget.

8. If a parent or guardian has knowingly withheld information relevant to the application/enrolment process then the Principal reserves the right to refuse, or terminate the enrolment contract.

## 10. Class Sizes

### 10.1 Kindergarten

The class ceiling size will be held at 30 students per class.

The Kindergarten class will operate Monday, Wednesday and alternate Fridays one week and Tuesday, Thursday and alternate Fridays the following week.

The hours are 9.00am to 3.00pm.

## Class sizes (contd)

### 10.2 Pre Primary

The class ceiling size will be held at 30 students per class.

The Pre Primary class will operate for 5 full days. The hours are 8.50am to 3.10pm.

### 10.3 Class sizes will be consistent with the relevant CECWA Policy currently:

10.3.1 – Year 1, Year 2 and Year 3      30 students per class

10.3.2 – Year 4, Year 5 and Year 6      32 students per class