

## POLICY DOCUMENT: STUDENT ENROLMENT

CEWA Reference:	2-D5
SCSA Reference:	
Date Released:	1978
Due next for revision:	2019

## 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 is possible.

In accordance with this Rationale, Emmanuel Catholic College aims to model Christ in our behaviour to show respect, compassion and service to parents and students applying at the College. Our decisions in offering places of enrolment will be consistent and fair.

## PRINCIPLES

The following criteria establish important guidelines and principles for the acceptance and offer of enrolment places at Emmanuel Catholic College:

### Enrolment Criteria

*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

### 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 College or the College website) and required documentation. Currently, the College conducts interviews two years in advance of the commencement year (Year 7 intake). A formal interview is necessary for successful enrolment.

The College 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.

Application to the College, 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 College 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 behaviour, fees and policies of the College.