

Our Lady of Mount Carmel School



STUDENT ENROLMENT POLICY

1. RATIONALE

Our Lady of Mount Carmel School (OLMC) exists to further the mission of the Church. In Western Australia, the mandate of the Bishops requires the Catholic Education Commission of WA to make Catholic school education available to all Catholic children, insofar as this is possible.

2. PRINCIPLES

- 2.1 OLMC exists to provide a distinctly Catholic education for children enrolled at the school.
- 2.2 OLMC recognises the uniqueness of each student.
- 2.3 OLMC promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
- 2.4 Financial grounds will never be the reason for the non-enrolment in, or exclusion of, any children from OLMC.
- 2.5 OLMC fulfils its mission in partnership with parents and recognises that parents are the first educators of their children.
- 2.6 Aboriginal students shall be given enrolment preference wherever possible and practicable at OLMC school.
- 2.7 OLMC is 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.
- 2.8 Enrolment at OLMC does not guarantee enrolment at any other Catholic School.

3. PROCEDURES

- 3.1 The Principal, in conjunction with the School Board, is responsible for developing the school's enrolment policy which reflects the uniqueness of the school community.
- 3.2 Enrolment Priority is as follows:
 - Catholic students from the parish with a Parish Priest reference.
 - Catholic students from outside the Parish with a Parish Priest reference.
 - Other Catholic students.
 - Siblings of non-Catholic students.
 - Non-Catholic students from other Christian denominations.
 - Other non-Catholic students.

- 3.3 OLMC will accept all application forms for enrolment.
- 3.4 The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
- 3.5 The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of the diocese shall be referred to when enrolling students, 0% to 20% (non-Catholic).
- 3.6 Enrolments must comply with Government entry age limits.
- 3.7 Enrolment may take place at any year level, (K-6). A parent of a child eligible for Kindergarten may, in consultation with the principal, defer the taking up of an offer of enrolment into the school until the commencement of Pre-primary.

3.8 Procedure for Application

3.8.1 Parents contact the school regarding an Enrolment Package:

- Application for Enrolment Form
- Schedule of Fees and Charges
- Parish Priest reference Form
- Privacy Act Collection Notice

The Enrolment Package is also available on the school's website.

3.8.2 Parents formally submit to the school an Application for Enrolment and Parish Priest reference form, together with copies of:

- Birth Certificate
- Baptism Certificate
- Immunisation Record
- And a non-refundable \$50 Application Fee.

3.8.3 Parents are responsible for supplying information, to the best of their knowledge, in relation to the prospective students, the following information:

- Fully completed enrolment form
- Any special needs or requirements
- Any medical conditions and/or health requirements
- Parental or Restraint Order

3.9 Before an offer of a place is made, prospective students and their parent(s) or guardian(s) shall be interviewed by the principal or a member of the school Leadership Team.

3.10 Interviews for Kindergarten places are conducted early in the year prior to the date of entry. NB, children must turn four (4) years old by 30 June of the year they start Kindy.

Note: Interviews for other year groups are conducted as required.

3.11 The Principal shall ascertain if 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.

3.12 Where the student has a disabling condition, disorder or significant health care needs, the Principal shall consult with Students with Disabilities Team at the Catholic Education Office to ensure the school has the capacity to make adequate provision for the student's specific educational needs.

3.13 Following the interview, the school will contact the parent regarding an offer of a place for their child at the school. At the time of acceptance of an offer, an enrolment deposit of \$250 is charged. The purpose of this charge is to ensure that the acceptance of the offer is bona-fide and that the place will be taken up. The fee is non-refundable if enrolment is withdrawn, however this amount will be deducted from your first fee statement.

3.14 Following the interview, the school will contact the parent regarding an offer of a place for their child at the school. At the time of acceptance of an offer, an enrolment deposit of \$250 is charged. The purpose of this charge is to ensure that the acceptance of the offer is bona-fide and that the place will be taken up. The fee is non-refundable if enrolment is withdrawn, however this amount will be deducted from your first fee statement.

The fee is payable for each child at the school.

3.15 Unsuccessful applications are retained on a waiting list until advised by parent to the contrary.

3.16 When enrolling children in the Three Year Old Educational Program:

- Children shall have attained the age of three.
- The following entry priority shall be consulted for the program:
 - Catholic children from the parish with a Parish Priest reference.
 - Catholic children from outside the parish with a Parish Priest reference.
 - Other Catholic children.
 - Siblings of non-Catholic students
 - Non-Catholic children from other Christian denominations.
- Other non-Catholic students.
- OLMC recognizes that some families will commence their educational journey in the Three-Year-Old Educational Program and some the Four-Year-Old Kindergarten Program. Provisions are in place to allow eligible families to choose their commencement stage.

3.17 Refer to School Fees and Collection Policy in regards to fee setting process and procedure at the school.

REFERENCES

Bishops of Western Australia 2009, Mandate of the Catholic Education Commission of Western Australia: 2009-2015.

CECWA Student Enrolment Policy 2017.