

St Paul's Primary School, Mt Lawley



SCHOOL 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

St Paul's, as a Catholic Primary School, recognises the uniqueness of each student.

The Sisters of Our Lady of the Missions founded our school in 1929 with the aim of educating the whole person. We continue to strive to do this by offering varied educational activities.

Parents must have a genuine desire for the religious values of St Paul's School; its Catholic ethos, goals, aims and objectives. St Paul's is committed to a vision of parents as the first educators of their children.

Enrolment into the school therefore expresses a commitment by parents to fully support school policies, practices and activities. This commitment extends to the School Board and the Parents and Friends' Association.

Where the interests of a child or parent cannot be met within the school, an alternative education facility will be suggested to help meet the family's needs.

The school will adhere to the Catholic/non-Catholic ratio parameters as set down by the Catholic Education Office for the diocese. The ratio directs the school to have at least 80% Catholic students. At the time of inquiry, this will be made clear to prospective parents.

In accepting an offer of enrolment, parents agree to pay all school fees and charges by the due date. If genuine financial need exists, parent contact with the Principal is required.

One term's written notice is required when cancelling the enrolment of a student. Failure to communicate an intention to withdraw a student will result in one term's fees being charged.

At all times the Principal may enrol a student where it is in the pastoral interests of that family, regardless of all other factors. Such a decision would be made with appropriate consultation (eg The Parish Priest, The Catholic Education Office).

The acceptance of an application form does not guarantee an enrolment interview or an offer of enrolment.

Enrolment at St Paul's shall only be offered where the school has age-appropriate accommodation and the requisite resources to respond to any specific needs of the student.

Enrolment at St Paul's does not guarantee enrolment in any other Catholic school.

ENROLMENT POLICY PROCEDURES

Procedure for Application

St Paul's will advertise for expressions of interest in student enrolment during:

- Term 1 of each year for Kindergarten through the school and Parish newsletter.
- Various terms for other year levels as appropriate.

Parents on their part may apply for enrolment at any time.

A comprehensive application needs to be completed. The school administration staff will assist parents to complete this if necessary.

Parents are required to provide copies of the child's birth certificate, immunization records, Baptismal certificates, passport/residency details and custody/guardianship information, as is applicable. Photocopying will be completed by the school if required.

The Principal shall contact the child's previous place of education to determine the child's needs and family background. This applies to children entering the school other than in Kindergarten and Pre-Primary.

If a child is from a neighbouring Catholic school, the Principal will contact the Principal of the current school to discuss the enrolment.

Parish Priest Reference is required for further processing of application.

Interview Process

Kindergarten Places

Interviews for places for Kindergarten for the following year will commence mid-year.

Where possible, interview for Kindergarten places will be conducted jointly with the principal and parish priest.

Other Places

Parents will be required to attend an interview with the Principal or delegated representative prior to enrolments being confirmed.

The Parish Priest and Principal will discuss prospective enrolments as is necessary.

All Places

Parents will be notified of the outcome of the enrolment application as soon as is possible following the interview. When a delay in an answer is likely, an approximated timeline will be explained to the parent.

Guidelines

Class size guidelines:

Kindergarten	30 students per class
Pre-Primary	30 students per class
Year 1 & 2	32 students per class
Year 3-7	34 students per class

The School Principal determines the size of the classes, mindful of the educational (and other) needs of the students.

Enrolment priorities are 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

In exceptional circumstances, the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.