

STUDENT ENROLMENT POLICY

RATIONALE

Salvado Catholic College exists 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 pg. 50).

PRINCIPLES

- Salvado Catholic College exist to provide a distinctively Catholic education for children enrolled in them.
- Salvado Catholic College recognises the uniqueness of each student.
- Salvado Catholic College has a preferential option for the poor and marginalised.
- Salvado Catholic College fulfills their mission in partnership with parents who are the first educators of their children.
- Salvado Catholic College has a responsibility to fulfill the requirements of relevant Federal, State and Local Government laws and regulations.
- Salvado Catholic College shall accept all application forms for enrolment.
- The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
- Enrolment in Salvado Catholic College is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
- Enrolment in Salvado Catholic College does not guarantee enrolment in any other Catholic school.
- The Principal, in conjunction with the College Board, is responsible for developing the College's enrolment policy.

PROCEDURES

Salvado Catholic College prioritises enrolments based on the following criteria in Primary:

- 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

- The Principal may vary the above priorities to suit particular local circumstances prevailing at the time after prior consultation with the Executive Director of Catholic Education and written confirmation of the outcome.
- Enrolments must comply with Government entry age requirements.

Application for Enrolment at Salvado Catholic College:

Parents/Guardians are asked to complete all sections of the College's **Application for Enrolment** form and include copies of documentation as listed on the **Application for Enrolment Process** letter.

Both the *Application for Enrolment* and the *Application for Enrolment Process* letter can be found on the College website – www.salvado.wa.edu.au

There is an *Application for Enrolment* fee that needs to be paid at time of application and is non-refundable.

The completed *Application for Enrolment* form and supporting documentation is to be submitted to the College Principal. The College will notify parents/guardians of receipt of the *Application for Enrolment*.

Enrolment Process at Salvado Catholic College:

- Following a review of the Application for Enrolment forms and supporting documentation, an interview with the Principal with the prospective student/s and their parent(s)/guardian(s) will be arranged if a place exists in the year level/s requested.
- The purpose of this interview is to ensure that parents understand the aims and objectives of Salvado Catholic College and discuss any special needs their child/ren may have.
- Following the interview, parents will be advised whether they have been successful in placing their child/children at Salvado Catholic College.
- If an offer of a place is made, a non-refundable deposit will be required to secure a place. The payment will be deducted from the Term Fee account in the first term of enrolment.
- Information will be supplied about what constitutes a breach of enrolment and parental and students' obligations when becoming a part of Salvado Catholic College.
- Parent(s)/Guardian(s) will be asked to familiarise themselves with the *School Fees: Setting & Collection Policy* (2-C12) as part of their acceptance of enrolment.
- Enrolment of overseas students will be in line with the *Provision of Services for Full Fee Paying Overseas Students Policy* (2-D10).
- The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of the diocese shall be referred to when enrolling students.

- Enrolment may take place at any year level, K–12. A parent of a Kindergarten student may, in consultation with the Principal, defer the taking up of an offer of enrolment until the commencement of Pre-Primary.
- The Principal shall adhere to the CECWA’s policy statements regarding the management, storage, transfer and disclosure of confidential information.

Three Year-old Educational Program

If Salvado Catholic College were to run a Three Year-old Educational Program, the following information would be a part of this policy:

- When enrolling students in the Three Year-old Educational Program: Students shall have attained the age of three.
- Enrolment into the program shall relate to participation in the program and not enrolment into the College. This point shall be clearly stated on the ‘Entry Form’ for parent(s)/guardian(s) and they shall be advised that formal enrolment into the College occurs via an application at the time of seeking enrolment into Kindergarten or subsequent year levels.
- The ‘Entry Form’ for the program will be visually different from the Enrolment forms of the College to assist in clarifying the situation with the program.
- The following entry priority shall be consulted for the program (provided the College is not operating the program under the Child Care Act 2007 with the associated Child Care Benefit):
 - 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