

St John's Primary School

Promulgated: 1978
Reviewed: 2015
To Be Reviewed: 2019

Student Enrolment Policy



*St John's Primary School, as part of the Catholic faith community,
strives to provide a caring, compassionate and supportive environment,
where each person is valued and encouraged
to develop to his/her full potential.*



STUDENT ENROLMENT POLICY

Rationale

St John's Primary School, Scarborough, established by the Sisters of Mercy in 1936 is a co-educational Catholic Primary School that follows the guidelines and policies set down by the Catholic Education Commission of Western Australia. St John's is a single stream school enrolling boys and girls from 3 Year Old Pre-Kindergarten to Year 6.

The Enrolment Policy of St John's is based on the Catholic Education Commission principle of striving to make Catholic schooling available to children whose parents wish for them to be educated in an environment which has the Gospel, including its values, and a Catholic ethos as its basis.

Definitions

The term *Aboriginal* refers to the original inhabitants of Australia and includes the Torres Strait Islander people.

The term *student* will include all students, including children and young people and children enrolled in early learning and care services.

The term *parents* will include parents or guardians or carers.

Principles

1. Catholic schools exist to provide a distinctly Catholic education for children enrolled in them.
2. Catholic schools recognise the uniqueness of each student.
3. 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.
4. Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from a Catholic school.
5. Catholic schools fulfil their mission in partnership with parents who are the first educators of their children.
6. Aboriginal students shall be given enrolment preference wherever possible and practicable.
7. 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.
8. Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.

Enrolment Procedures

On enquiry for enrolment, parents and/or guardians will be required to complete an 'Enrolment Form' (one per child) available on the school website or from the school office.

Kindergarten to Year 6 enrolments:

1. The completed 'enrolment form' must be returned to the school office along with a copy of each child's Baptismal Certificate, Birth Certificate, Immunisation records and Parish Priest reference.
2. Kindergarten is the initial enrolling year for St John's.
3. For students to be eligible for Kindergarten they must turn four (4) before 30 June.
4. It is understood that enrolment in Kindergarten guarantees enrolment for Pre-Primary to Year Six.

5. The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
6. Enrolment at St John's is not a guarantee of enrolment in any other Catholic school or Secondary school.
7. The enrolment policy shall provide for the following enrolment priority for all students:
 - 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 CEWA.

Pre Kindergarten (3 year old program) enrolments:

1. The completed 'enrolment form' must be returned to the school office along with a copy of each child's Birth Certificate and Immunisation records.
2. When enrolling children in the Three Year-old Educational Program:
 - Children shall have attained the age of three (3) before 30 June.
 - Enrolment into the program shall relate to participation in the program and not enrolment into the school. This does not guarantee entrance into Kindergarten.

Interview Process

1. Interviews are required for all children (Kindergarten to Year 6) prior to confirmation of enrolment at St John's Primary School.
2. Parents will be notified of interview times by letter or phone.
3. The student being enrolled into the school is to attend the interview.
4. At the interview, parents/guardians will be informed of the school's philosophies, collection of school fees (Annual School Fees Schedule), and other relevant policies that are available on the school website.
5. If a student applying to be enrolled has a disabling condition, disorder or significant health care needs, the Principal will consult with the 'Special learning Needs Team' at the Catholic Education Office to ensure that the school has the resource capacity to provide for the student's specific educational needs.
6. 'Letter of Acceptance' from the Principal offering placement asking families to accept or reject offer.
7. Parents/Caregivers are required to complete and sign the 'Letter of Acceptance'.
8. The School Board has set an acceptance fee of \$150.00, which is to be paid when accepting the position.
9. On accepting enrolment, parents are obliged to support the policies and procedures of the school.
10. The final decision for any enrolment/placement is at the discretion of the Principal.