



JOHN PAUL COLLEGE ENROLMENT POLICY 2D-5

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

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 have a preferential option for the poor and marginalised.
4. Catholic schools fulfil their mission in partnership with parents who are the first educators of their children.
5. Catholic schools have a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
6. Catholic schools shall accept all application forms for enrolment.
7. The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
8. Enrolment in a Catholic school is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
9. Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.
10. The principal, in conjunction with the School Board, is responsible for developing the school's enrolment policy.

Procedures

- A.** The enrolment policy shall provide for the following enrolment priority for all students:

At John Paul College the following is the priority in student enrolment

- Catholic students from Catholic primary schools with a Parish Priest reference
- Catholic students from non-Catholic primary schools with a Parish Priest reference
- Other Catholic students from Catholic primary schools

- Other Catholic students from non-Catholic primary schools
- Siblings of non-Catholic students
- Non-Catholic students from Catholic primary schools
- Non-Catholic students from other Christian denominations
- Other non-Catholic students

Aboriginal* students shall be given enrolment preference wherever possible and practicable.

The principal may vary the above priorities to suit particular local circumstances prevailing at the time after prior consultation with the Director of Catholic Education and written confirmation of the outcome.

The following procedures are required of parents / guardians when enrolling at John Paul College

1. On receipt of the Application for Enrolment Form, copies of Birth and Baptism certificates to the Principal's Secretary, and payment of the non-refundable \$30.00 application fee, Parents/Guardians will be given an Enrolment Package.
2. The Procedure for enrolment is;
 - 2.1 Completion of all forms sent to parents in the enrolment package, and return to the Principal's Secretary, with required documentation as set out below, before an interview is given:
 - a. Passport size colour photograph of student
 - b. Copy of most recent NAPLAN Test Results
 - c. Copy of the most recent school report
 - d. Copy of Immunisation Records and any medical records/reports pursuant to a disability and/or learning difficulty
 - e. Signed Enrolment Agreement for Students
 - f. Signed Enrolment Expectations for Parents
 - g. Signed Parent Agreement
 - h. Parent Involvement Survey
 - i. Music Enrolment Form
 - j. If not Australian born, original Passport / Documentation for photocopying and citing
 - k. Completed Enrolment Form and accompanying documentation
 - 2.2 On receipt of the above documentation, you will be contacted by the Principal's Secretary for an interview time.
 - 2.3 The Principal / Deputy Principal will interview applicants. Enrolment interviews will normally be scheduled between 8.00am and 4.00pm, but alternative times may be negotiated.
 - 2.4 Parents with queries are asked to contact the College during office hours and speak to the Principal's Secretary.
 - 2.5 Parents of applicants will be contacted by the College and notified if they have or have not been successful in securing a place at John Paul College for their child after all interviews have been conducted. This information is generally received in the September prior to commencement at John Paul College.
 - 2.6 A student's acceptance into John Paul College is confirmed when the Parent and Student Enrolment Agreement are signed by the Principal. That position is secured when all requisite documentation is complete and a non-refundable fee of \$150 is paid.

- B.** The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of the diocese shall be referred to when enrolling students. Non-Catholic Aboriginal* students shall not be included in the percentage calculations.

Application for Enrolment forms shall be designed by each school to suit its particular requirements and incorporate the following compulsory elements:

- an acknowledgement that completing an Application for Enrolment form and its acceptance by the school does not guarantee an enrolment interview nor a place at the school
- an acknowledgement that enrolment in that Catholic school is not a guarantee of enrolment in any other Catholic school
- a statement that if a parent(s) or guardian(s) has knowingly withheld material information
- relevant to the application/enrolment process then the principal reserves the right to refuse or terminate enrolment on that ground
- a declaration signed by all custodial parent(s) or guardian(s) that to the best of their knowledge they have:
 - disclosed any special educational needs of the prospective student
 - disclosed any particular medical, social and/or emotional conditions as well as health care requirements of the prospective student
 - provided a copy of any Parenting or Restraint Order that applies to the prospective student
 - provided the necessary visa documentation relating to an overseas student enrolment
 - fully understood and agree they accept that their child will participate in all
- required parts of the education program of the school including the Religious Education program
 - fully understood and agree to the terms and conditions set out in the school fee collection policy (refer to CECWA Policy statement 2-C12 'School Fees: Setting and Collection')
 - fully and truthfully completed the Application for Enrolment form

- C.** The CEO proforma application form is used by John Paul College.

References

Catholic Education Commission of Western Australia Policy statement 2-C12 'School Fees: Setting and Collection'