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ST JOSEPH'S SCHOOL, WYNDHAM

ENROLMENT POLICY

School Vision

In the spirit of St Mary of the Cross MacKillop, St Joseph's School Wyndham is a welcoming and supportive Catholic Community. We challenge our community members to discover God in themselves and in others, and to live by Gospel values. We are committed to enabling personal growth and academic excellence. We respect cultural diversity and acknowledge and share our differences.

School Mission

Recognition of the cultural diversity of St Joseph's School in Wyndham permeates all teaching and learning through mutual sharing of the development of meaningful relationships.

We develop relationships by:

- Bearing witness to Jesus' message by the way we live, the way we relate to each other, and participation in parish/school life.
- Providing a challenging and comprehensive curriculum that through best practise, promotes a respect of learning and a positive view of self as a lifelong learner for every individual.
- Ensuring that the needs of the whole person are met - spiritually, socially, emotionally, academically and physically.
- Demonstrating our support through open communication, pastoral care and service.
- Committing to continuously building partnerships with the community to encourage regular attendance and engaged learners.

Values and Beliefs

We believe that the parents are the first educators of their children.

- We will always personally do our best to meet the needs of our students.
- We will support all staff and students to be their best.
- We will be honest and positive in dealing with all community members.

ST JOSEPHS SCHOOL WYNDHAM

STUDENT 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.

PRINCIPLES

1. St Joseph's Schools recognise the uniqueness of each student.
 2. St Joseph's Schools have a preferential option for the poor and marginalised.
 3. St Joseph's Schools fulfil their mission in partnership with parents who are the first educators of their children.
 4. St Joseph's Schools have a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
 5. St Joseph's Schools shall accept all applications for enrolment.
 6. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
 7. Enrolment in St Joseph's School shall be offered only where the school has age appropriate accommodation and the requisite resources to respond to any identified specific needs of the student.
 8. Enrolment in a St Joseph's School does not guarantee enrolment in any other Catholic school.
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PROCEDURES

1. The enrolment policy shall provide for the following enrolment priority:
 - 1.1 **Primary**
 - 1.1.1 Catholic students from the Parish with a Parish Priest reference
 - 1.1.2 Catholic students from outside the parish with a Parish Priest reference
 - 1.1.3 Other Catholic students
 - 1.1.4 Siblings of non-Catholic students
 - 1.1.5 Non-Catholic students from other Christian denominations
 - 1.1.6 Other non-Catholic students

Following consultation with the Director of Catholic Education, the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.

2. Enrolments will comply with the Government entry age requirements.

3. The enrolment procedure policy shall address the following points:

- procedure for application
- interview process
- school enrolment criteria
- reference to the school's schedule of fees and payment policy
- timeline for processing (in general terms)
- what constitutes a breach of enrolment
- parental obligations
- other points particular to the local situation

4. Wherever possible, before an offer of a place is made prospective students and their parent(s)/guardian(s) shall be interviewed by the Principal.

5. The Catholic/Non-Catholic "Enrolment Percentage Parameters" approved by the Bishops of Western Australia is to be referred to when enrolling students. This does not always apply to St Joseph's School Wyndham.

6. Before offering enrolment in a Catholic school it is important that the capacity of the school to respond to specific educational needs of all its students is determined. Therefore:

6.1 The Principal shall ascertain whether the student has any special educational needs which will require differential resourcing if schooling is to achieve educational outcomes appropriate to the student's specific learning needs.

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

If the Principal determines that the school, after appropriate consultation as in 6.1 and 6.2 above, does not have the resources to respond the student's educational needs then the parent(s) or guardian(s) may be referred to one of the Special Education Support Centres located in certain local schools.

7. Enrolment may take place at any year level, K-6. A parent of a Kindergarten student may, with the consent of the Principal, defer the taking up of an offer of enrolment until the commencement of Pre-primary.

8. Application for enrolment forms should 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 in any other Catholic school
- a statement that if a parent or guardian has knowingly withheld material information relevant to the application/enrolment process then the Principal reserves the right to refuse or terminate the enrolment on that ground
- a declaration by the 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 condition and/or health care requirements of the prospective student
- provided a copy of any Parenting or Restraint Order that applies to the prospective student and
- fully and truthfully completed the application for enrolment form.

9. Principals must adhere to the CECWA's policies regarding the management, storage and transfer of confidential information.