



# SACRED HEART CATHOLIC SCHOOL STUDENT ENROLMENT PROCEDURE

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## 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. 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 applications for enrolment.
7. The acceptance of the application form does not guarantee an enrolment, interview or offer of enrolment.
8. Enrolment in a Catholic school shall only be offered where the school has age-appropriate accommodation and the requisite resources to respond to any specific needs of the student.
9. Enrolment in a Catholic school does not guarantee enrolment in any other Catholic School.
10. Enrolments must comply with Government entry age requirements.

## PROCEDURE FOR APPLICATION

- Application forms must be submitted for all children seeking enrolment at Sacred Heart Catholic School.
- Parents interested in enrolling their children into Sacred Heart Catholic School will arrange an interview with the Principal.
- Enrolment Form is completed before the interview.
- Kindergarten is the initial enrolling year for school.
- For students to be eligible for Kindergarten they must turn four (4) before 30 June.
- It is understood that an enrolment in Kindergarten guarantees enrolment for Pre-Primary to Year Six.
- Relevant information, such as the Parent Information Booklet and school flyer are mailed out or given to the parent/guardian.
- Any member of the school community (parents, staff, Parish Priest parishioners, School Board member, P&F Association) could actively encourage new families to our school, in an appropriate manner and in the essence of the Catholic faith).
- All community members are encouraged to promote our school. In all cases prospective enrolments are directed towards the Principal.

## **DOCUMENTATION**

The parents will be required to provide prior to the Enrolment interview

1. The child's Birth Certificate
2. The child's Baptism Certificate
3. The child's current Health/Immunization Forms
4. The completed National Collection Form as provided
5. The Publicity and the Use of Student Image Form
6. Other relevant Student Related documents
7. Standard Collection Notice.

## **INTERVIEW PROCESS**

- Interviews are required for all children prior to confirmation of enrolment at Sacred Heart Catholic School.
- The interview is a confidential meeting between the parents/guardians of the child and the Principal.
- Parents will be informed of interview time by phone or letter.
- Student being enrolled into the school must attend the interview.
- Outline to the parents what their child's obligations are in respect to, the wearing of uniforms, school discipline and attending mass. (This is outlined in detail in the Parent Information Booklet)
- The Principal shall also ascertain whether the student has any special educational needs. (If the student has a disabling condition, or significant health care needs, the Principal will consult the Special Education Needs Team at the CEO to ensure the school has the resource capacity to make adequate provision for the student's specific educational needs.)
- Reference is made to the school's schedule of fees and payments. The parent's financial situation is discussed in respect to their ability to pay fees.
- Letter from Principal asking family to accept or reject offer.
- Parents/Caregivers are required to complete and sign Sacred Heart Catholic School Enrolment Agreement.

## **SELECTION CRITERIA**

When enrolling students consideration is given to the following in priority:

1. Catholic Students from the Parish with a Parish Priest reference.
2. Catholic Students from outside the Parish with a Parish Priest reference
3. Other Catholic students.
4. Siblings of non-Catholic Students.
5. Non-Catholic students from other Christian denominations.
6. Other non-Catholic students.

The Principal in conjunction with the Parish Priest has discretion for the enrolment of special cases. No enrolment application is refused on the basis of financial hardship. Parents are advised that enrolment at Sacred Heart Catholic School does not guarantee automatically entry to any other Catholic school.

By enrolling a child at Sacred Heart Catholic School the parent accepts and acknowledges:

- a) That they will work in cooperation with the staff and priests of the school to foster the best possible Catholic Education for their child. This Catholic Education is in regards to the child's faith, spiritual, academic social and physical learning.
- b) That they will abide by the policies and practices of Sacred Heart Catholic School. The Parental obligations extend to policies or practices developed by the School whilst their child/children is/are enrolled at Sacred Heart Catholic School.

### **IMPORTANT INFORMATION**

Completion of a Sacred Heart Catholic School Enrolment Form and acceptance of the application by the school does not guarantee a place at the school nor does it guarantee an enrolment interview. If a parent or guardian has knowingly withheld information relevant to the application/enrolment process then the Principal reserves the right to refuse, or terminate enrolment on that ground; Special attention to the "AGREEMENT" section of the Sacred Heart Catholic School Enrolment Form must be noted and signed.