



# ST THOMAS' PRIMARY SCHOOL

## STUDENT ENROLMENT POLICY

***Date for Review: 2018***

### **Rationale**

St Thomas' Primary School supports the Mandate of the Bishops and the Catholic Education Commission of Western Australia in making Catholic school education available to all Catholic children within this and surrounding Parishes.

### **Principles**

- St Thomas' Primary School provides a distinctly Catholic education for children enrolled.
- St Thomas' Primary School recognises the uniqueness of each student.
- St Thomas' School Primary School has a preferential option for the poor and marginalised.
- St Thomas' Primary School fulfils its mission in partnership with parents who are the first educators of their children.
- St Thomas' Primary School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
- St Thomas' Primary School will accept all application forms for enrolment.
- The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
- Enrolment in a Catholic school is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
- Enrolment in St Thomas' does not guarantee enrolment in any other Catholic school.
- The Principal, in conjunction with the School Board, is responsible for developing and reviewing the school's Enrolment Policy.

### **Procedures**

1. This policy, which is made in accordance with the Catholic Education Commission of WA Policy Statement on Student Enrolment, is to be publicly available.
2. The Enrolment Policy provides for the following enrolment priority on receipt of Application Form/s:
  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.*

3. Enrolments will comply with Government entry age requirements.
4. Applications forms are available on request or via the school website. Applications for enrolment will be processed as speedily as possible.  
  
Applications for enrolment will be made on the appropriate form. An application fee (non-refundable) will be charged to cover the costs of administration. All supporting documentation needs to be submitted with the application.
5. Before an offer of a place is made, parent(s)/guardian(s) will be interviewed by the Principal or a member of the School leadership team.
  - (i) Prospective students shall be interviewed where the Principal thinks it appropriate.
  - (ii) Interviews for Kindergarten positions will take place approximately eighteen months prior to the commencement of Kindergarten.
6. If a parent/guardian has knowingly withheld material or information relevant to the application/enrolment process then the Principal reserves the right to refuse or terminate enrolment on that ground.
7. Once a place has been offered and accepted, one term's tuition fee is payable to confirm the placement and is non-refundable in the event of cancellation.
8. If your child has already commenced at St Thomas' **one term's notice of withdrawal** is required. This notice must be in writing and addressed to the Principal. Failure to do so incurs a penalty of one term's tuition fees.
9. St Thomas' school follows all Catholic Education Commission policies relating to enrolment, including that on breaches of enrolment.
10. Once a child is enrolled, parents and guardians are obliged to support all school policies, pay school fees, purchase learning materials as requested by the school and to assist children in supporting the school rules and to support St Thomas' Code of Conduct.
11. 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 school. 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 school occurs via an application at the time of seeking enrolment into Kindergarten or subsequent year levels.
  - Once a place has been offered and accepted, one term's fee is payable to confirm the placement and is non-refundable in the event of cancellation.