



## Enrolment of Students Procedure

### 1. Aim

The Enrolment of Students Procedure aims to outline the procedure and process for enrolment of students at St Columba's Catholic Primary School.

Sources of Authority	
CECWA Policy	Community Policy
Executive Directive	Enrolment Executive Directive

### 2. Scope

St Columba's Catholic Primary School provides Catholic school education to all Catholic children with the South Perth region. The procedure is for the enrolment of age-appropriate children for Pre-Kindergarten to Year Six.

### 3. Procedure

3.1 Parent(s)/Guardian(s) wishing to enrol their child at St. Columba's must complete an online 'Application for Enrolment' form, along with uploads of the required documents. The Pre-Interview form will also need to be submitted at the same time as your application (one per child) together with a \$50 non-refundable administration fee.

3.2 The Application for Enrolment is an application to attend St. Columba's Catholic Primary School.

3.3 Where an age-appropriate vacancy exists, an interview will be conducted involving the School Principal and the parent(s)/guardian(s).

3.4 Enrolment interviews for Kindergarten will be conducted two years prior to the calendar year for which enrolment is sought. At this stage it is desirable for parent(s)/guardian(s) produce a copy of the 'Parish Priest's Reference' form.

3.5 At the time of interview an application is not deemed 'complete' until copies of all requested documentation are provided to the School. This includes but is not limited to:

- 'Application for Enrolment' form
- Birth Certificate
- Baptism Certificate
- Parish Priest Reference
- Immunisation Records
- Parenting Orders (where relevant)

3.6 Through the interview process, the School Principal will ascertain whether the student has any special educational needs. It will be established whether the specific needs of the student and their family can be met and whether the level of support required by the student can be adequately and effectively provided by the School.

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3.7 Where there is doubt, the School Principal to consult with the Students with Disability Team at the Catholic Education Office to ensure that the school has the resource capacity to make adequate provision for the student's specific educational needs.

3.8 Following the interview, parent(s)/guardian(s) will be notified in writing, via email, whether an offer of place is possible. On being offered a position for their child/children, parent(s)/guardian(s) must complete the online acceptance form within fourteen (14) days together with any other requested information and a deposit of \$150 which will be deducted from the first term's fees.

3.9 Where an offer of placement is not made, parents(s)/guardian(s) will be provided with the opportunity to place their child's application on a wait list.

3.10 Tuition fees and other charges are set by the School Advisory Committee of St. Columba's Catholic Primary School in accordance with Catholic Education Commission of Western Australia guidelines. Acceptance of an offer of a place is a commitment to support Catholic education financially by paying fees. A copy of the school's 'Payment of Fees Procedure' is available from the Principal upon request.

3.11 If it can be demonstrated that a parent or guardian has knowingly withheld information relevant to the application/enrolment process, especially in relation to the student's individual needs, medical conditions, health care requirements and/or Parenting Orders, enrolment may be refused or terminated.

3.12 The Principal shall have the discretion to conduct further and/or subsequent interviews for positions at the School in appropriate circumstances.

Authorised by	Rebecca Clarke	Signature:	
		Date:	
Effective Date:	September 2021	Next Review:	September 2023