



## ST PIUS X CATHOLIC PRIMARY SCHOOL STUDENT ENROLMENT POLICY

Originally Released 1978  
Revised 1994  
Revised 1999  
Revised 2004  
Revised 2006  
Revised 2009  
Revised 2016  
Due for Review 2019

### 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. St Pius X School will recognise the uniqueness of each student.
3. Catholic schools promote justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
4. St Pius X School will fulfil their mission in partnership with parents who are the first educators of their children.
5. St Pius X School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations. The school will comply with the requirements of the Disability Standards in Education Act 2005.
6. St Pius X School will 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 at St Pius X School does not guarantee enrolment in any other Catholic School.
10. Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from a Catholic school.
11. Aboriginal students shall be given enrolment preference wherever possible and practicable.

### PROCEDURE FOR APPLICATION

- Application Forms must be submitted for all children seeking enrolment at St Pius X Catholic Primary School.
- The following must be submitted with the Application Form – Birth Certificate, Baptism Certificate, Immunisation Records, Parenting Orders (where relevant).
- A Parish Priest reference must be provided prior to the Interview with the Principal.
- Parents interested in enrolling their children into St Pius X Catholic Primary School will arrange an interview with the Principal.
- Enrolment proforma is completed (as per stipulated CECWA policy) before the interview, if possible.

- 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.

### **INTERVIEW PROCESS**

- Interviews are required for all children prior to confirmation of enrolment at St Pius X Catholic Primary 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.
- We invite the student being enrolled into the school to the interview.
- Outline to the parents what their child's obligations are in respect to, the wearing of uniforms, school discipline and attending mass.
- 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 Catholic Education 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 St Pius X Catholic Primary School Enrolment Form Agreement.

### **SELECTION CRITERIA**

The following priorities are given to enrolment applications:

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.

Note: With regards the 3 Year Pre-Kindy Program, priority will be given to children that have been accepted into the Kindy Program for the following year.

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

Parents must provide a completed Parish Priest Reference.

Before an offer of a place is made prospective students and their parent(s) / guardian(s) shall be interviewed by the Principal or a member of the Leadership Team.

The Catholic/non-Catholic Enrolment percentage parameters approved by the Bishops of Western Australia is referred to when enrolling students.

Before offering enrolment to students requiring specific educational needs:

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 learning needs.
2. Where the student has a disabling condition, disorder or significant health care needs, the Principal shall consult with the Students with Disabilities Team at the Catholic Education WA 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 10.1 and 10.2 above, does not have the resources to respond to the student's educational needs, then the parent(s) or guardian(s) may be referred to one of the Students with Disabilities Centres located in certain Catholic Schools.

### **OVEASEAS STUDENTS**

St Pius X School will follow the Catholic Education WA Policy and guidelines on the enrolment of overseas 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.

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

Completion of a St Pius X Catholic Primary 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. Enrolment at St Pius X Catholic Primary School is not a guarantee of enrolment at any other Catholic school. 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 St Pius X Catholic Primary School Enrolment Form must be noted and signed.