



# STUDENT ENROLMENT POLICY

Originally released: 1999

Reviewed: 2019

Due for review: 2020

## 1. RATIONALE

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Catholic Secondary Colleges exist to further the mission of the Church in Western Australia. The Mandate of the Bishops requires the Catholic Education Commission of Western Australia (CECWA) to make Catholic school education available to all Catholic children as far as resources allow.

A centralised application process is in place for enrolment into a Catholic Secondary School in the Greater Bunbury Region.

## 2. DEFINITIONS

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- The Colleges refers to the two secondary Catholic Colleges in the Greater Bunbury region, Bunbury Catholic College (BCC) and Our Lady of Mercy College (OLMC).
- The term Aboriginal refers to the original inhabitants of Australia and includes the Torres Strait Islander people.
- The term student will include all students, including children and young people and children enrolled in early learning and care services.
- The term parents will include parents, guardians or carers.

## 3. PRINCIPLES

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- 3.1 The Colleges exist to provide a distinctly Catholic education.
- 3.2 The Colleges recognise the uniqueness of each student.
- 3.3 The Colleges promote justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
- 3.4 Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from the Colleges.
- 3.5 Aboriginal students shall be given enrolment preference wherever possible and practicable.
- 3.6 The Colleges will fulfil its mission in partnership with parents who are the first educators of their children.
- 3.7 The Colleges have a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
- 3.8 The Colleges shall accept all application forms for enrolment.
- 3.9 The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
- 3.10 Enrolment in one of the Colleges is dependent on the availability of appropriate accommodation and compliance with legislative requirements, including the Western Australian School Education Act 1999 and the Disability Standards in Education 2005.

- 3.11 On enrolling their children, parents undertake to support fully the Catholic ethos of the Colleges. All students are expected to participate fully and to successfully complete the Religious Education programme of the Colleges and to participate in the various religious activities for example, school retreats, liturgies and College Masses.

## 4. PROCEDURES

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- 4.1 While an offer of a position is at the discretion of the Principal, the following criteria will be taken into consideration:

Priority is given to:

- a) applicants whose parents have demonstrated a concern for the religious development of their child
- b) applicants who, in the estimation of the Principal, are likely to benefit most from enrolment at the College

In addition, while parents are free to choose their preferred College, consideration will be given to the ability of a student to access either College by public transport. Enrolment priority will be given to a student to a particular College if transport access to the other College is impossible or would cause hardship.

- 4.2 After consideration has been given to the criteria above, priority is accorded to applicants in the following order:
- i. Catholic students from Catholic Primary or Secondary Schools with a Parish Priest reference.
  - ii. Catholic students from non-Catholic Primary or Secondary Schools with a Parish Priest Reference.
  - iii. Other Catholic students from Catholic Primary or Secondary Schools.
  - iv. Other Catholic students from non-Catholic Primary or Secondary Schools.
  - v. Siblings of non-Catholic students.
  - vi. Non-Catholic students from Catholic Primary or Secondary Schools
  - vii. Non-Catholic students from other Christian denominations
  - viii. Other non-Catholic students
- 4.3 Students who are not offered a place at their preferred College will be placed on the waiting list.
- 4.4 Following consultation with the Executive Director of CEWA, the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.
- 4.5 The Catholic/Non-Catholic “Enrolment Percentage Parameters” approved by the Bishops of Western Australia will be referred to when enrolling students.
- 4.6 Enrolment may take place at any year level from Year 7 to Year 12 and will comply with government entry age requirements. A school reference check may be made for students applying for enrolment into Years 8 to 12.

Aboriginal students shall be given enrolment preference wherever possible and practicable.

## 5. APPLICATION PROCESS

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The College Prospectus is available on the website for each College and contains the following information:

- Student Enrolment Policy;
- School Fees – Setting and Collections Policy;
- Current Fees and Charges; and
- Privacy Collection Notice.
- The online Enrolment Application Form
- General College information

***There is a common online Enrolment Application Form which will be used for application to either College. This form is to be completed and submitted online, together with the payment of the non-refundable Application Fee.***

If a parent or guardian knowingly withholds information relevant to the application/enrolment process then the Principal reserves the right to refuse or terminate enrolment on that ground.

Parents should understand that the College's acceptance of an Enrolment Application does not guarantee a place, but simply includes the student's name on a waiting list with other applicants in that year of entry. An interview is part of the process for enrolment.

### ENROLMENT INTERVIEW

Before an offer of a place is made, prospective students and their Parent(s) may be interviewed by the Principal or their delegate. For students entering the College in Year 7 this interview will generally take commence in Year 5.

If an interview is to take place, the parent will be contacted by the Registrar to arrange an appointment and to supply supporting documentation required for the interview.

Following the interview a decision will be made by the Principal regarding the enrolment. All interviewed applicants will be formally advised of the success or otherwise of their application.

If an offer of a place is made, a Letter of Acceptance and Enrolment Agreement forms are required to be completed and returned together with a non-refundable deposit which must be paid by the allocated date in order to secure a place. The payment will be deducted from the third fee account in the first year of enrolment. Failure to accept the offer and pay the deposit by the allocated time may result in the offer being withdrawn.

## **6. WITHDRAWAL/TERMINATION OF ENROLMENT**

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### **WITHDRAWAL OF ENROLMENT BY PARENTS**

The Fees and Charges Policy of the College requires parents to give ten weeks written notice in term time if their children are enrolled at the College and will not be attending or returning to the College. Failure to give such written notice will result in a charge of one term's fees in lieu of notice.

### **TERMINATION OF ENROLMENT BY THE COLLEGE**

If there is a serious breach of the Conditions of Enrolment a student's enrolment at the College may be terminated. Exclusion from the College for disciplinary reasons is deemed to be the last resort and is the prerogative of the Principal. Exclusion will be carried out in accordance with CECWA Policy.

The Colleges will adhere to CECWA Policy with regard to the management, storage, transfer and disclosure of confidential information.

### **APPENDIX: COPY OF THE ENROLMENT APPLICATION FORM**

### **REFERENCES**

- School Fees: Setting and Collection Policy 2-C12
- Privacy Policy 2-D9