



STUDENT ENROLMENT PROCEDURE

Originally released: 2021
Reviewed: 2022, 2023, 2025
Due for review: 2026

Sources of Authority	
CEWA Policy	Community
Executive Directive	Enrolment

1. RATIONALE

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

- The College refers to Bunbury Catholic College (BCC).
- 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

- 3.1 The College exists to provide a distinctly Catholic education.
- 3.2 The College recognises the uniqueness of each student.
- 3.3 The College promotes 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 College.
- 3.5 Aboriginal students shall be given enrolment preference wherever possible and practicable.
- 3.6 The College will fulfil its mission in partnership with parents who are the first educators of their children.
- 3.7 The College has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
- 3.8 The College 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 a CEWA school does not guarantee enrolment in any other CEWA school.

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

4. PROCEDURES

- 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
- 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 Following consultation with the Executive Director of CEWA, the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.
- 4.4 The Catholic/Non-Catholic "Enrolment Percentage Parameters" approved by the Bishops of Western Australia will be referred to when enrolling students.
- 4.5 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.
- 4.6 Students who are not offered a place at the College may be placed on the waiting list.

5. ENROLMENT PROCESS

The online Enrolment Application Form is available on the College website. This form is to be completed and submitted online, together with the payment of the non-refundable Application Fee.

1. The principal must accept all application forms for enrolment.
2. To process an application the College will request a copy of the candidate's
 - a. birth certificate
 - b. baptism certificate
 - c. Visa documentation (if applicable)
 - d. immunisation statement issued by the Australian Immunisation Register.
3. The College may charge a modest application fee to administer the enrolment process as directed in the *Executive Directive: School Fees*.
4. The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
5. Before an offer of a place is made, prospective students and their parent(s) must be interviewed by the Principal or a member delegate.
6. If an interview is offered, then a Pre-Interview Information Form will be given to the parents to complete and submitted with other supporting documentation at or prior to the interview.
7. The identification of additional support needs will not affect the enrolment decision; however, a full discussion is encouraged to enhance the College's ability to plan and support the child.
8. If the parent knowingly withholds information relevant to the enrolment process, then the Principal reserves the right to refuse or terminate enrolment on that ground.
9. A decision is made by the principal regarding enrolment.
10. The family will be informed of the enrolment decision and the reasons for the decision should an enrolment not be offered by the College.
11. On acceptance, the parent(s) will be required to complete the Enrolment Acceptance Form and pay a non-refundable deposit by the allocated due date in order to secure the prospective students place at the College.

6. WITHDRAWAL/TERMINATION OF ENROLMENT

WITHDRAWAL OF ENROLMENT BY PARENTS

Notice of withdrawal requires one full term's notice. Failure to provide this notice will result in an administration fee of \$165 being charged.

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 the CECWA Directive.

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

REFERENCES

- CEWA Community Directive: School Fees

Version	Date	Review Date	Revision Notes
1.0	2021	2022	Version 1
2.0	2022	2023	Version 2
3.0	2023	2024	Version 3
4.0	2024	2025	Version 4
5.0	2025	2026	Version 5