



## STUDENT ENROLMENT POLICY

### RATIONALE

*Liwara Catholic School seeks to further the mission of the Church. As required by the Mandate of the Bishops to the Catholic Education Commission of W.A. Liwara Catholic School will endeavour to make Catholic education available to all Catholic children, insofar as this is possible.*

### PRINCIPLES

- Liwara Catholic Primary School provides a distinctly Catholic education for enrolled children.
- Liwara Catholic Primary School recognises the uniqueness of each child.
- Liwara Catholic Primary School promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
- Liwara Catholic Primary School fulfils its mission in partnership with parents who are the first educators of their children.
- Aboriginal students shall be given enrolment preference wherever possible and practicable.
- Financial hardship shall never be the reason for the non-enrolment in, or exclusion of, any child from Liwara Catholic Primary School.
- Liwara Catholic Primary School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
- Liwara Catholic Primary School shall accept all enrolment applications. However, the acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
- Enrolment at Liwara Catholic Primary 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 at the discretion of the Principal.
- Enrolment at Liwara Catholic Primary School does not guarantee enrolment in any other Catholic School.

### PROCEDURE

1. Liwara Catholic 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.
2. All applicants are asked to complete an Enrolment Application available on request or via the school website.
3. An application fee (non-refundable) will be charged at the time of interview to cover the costs of administration. All supporting documentation needs to be submitted at the time of the interview.
4. Before an offer of a place is made, parent(s)/guardian(s) will be interviewed by the Principal or member of the School Leadership Team.
5. Interviews for Kindergarten positions will take place approximately twelve months prior to the commencement of Kindergarten.
6. Liwara Catholic Primary School is not registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and is therefore unable to accept Full Fee-Paying Overseas Students.
7. Enrolments must comply with Government entry age requirements.

8. 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.
9. Once a place has been offered and accepted, an enrolment fee is payable to confirm the placement and is non-refundable in the event of a cancellation.
10. If your child has already commenced at Liwara Catholic Primary School, 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.
11. Liwara Catholic Primary School follows all Catholic Education Commission policies relating to enrolment, including that on breaches of enrolment.
12. 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.
13. Liwara Catholic Primary School shall adhere to the CECWA's Policy Statements regarding the management, storage, transfer and disclosure of confidential and personal information.
14. The Enrolment Policy provides for the following enrolment priority for all students:
  - i. Siblings of Catholic students
  - ii. Catholic students from the Parish with a Parish Priest reference.
  - iii. Catholic students from outside the Parish with a Parish Priest reference.
  - iv. Siblings of non-Catholic students
  - v. Non-Catholic students from other Christian denominations.
  - vi. Other non-Catholic students
15. When enrolling students in the Three Year Old Education Program:
  - i. Students shall have attained the age of three
  - ii. 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 "Letter of Acceptance" for parents and guardians 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.
  - iii. Once a place has been offered and accepted, an Enrolment Fee is payable to confirm the placement and is non-refundable in the event of cancellation.

#### REFERENCE

Bishops' Mandate for Catholic Education

#### RELATED DOCUMENTS

CECWA Policy Statements:

- 2-B3 Aboriginal Education
  - 2-B6 Early Childhood Education and Care
  - 2-B7 Justice Education
  - 2-D8 Management of Confidential Information
  - 2-D9 Privacy
  - 2-C12 School Fees: Setting and Collection
- Western Australian School Education Act 1999  
Disability Standards in Education 2005