



# Leschenault Catholic Primary School

## POLICIES

<b>Topic:</b>	<b>Student Enrolment</b>		
<b>Policy No:</b>	<b>2-D5</b>		
<b>Policy Area:</b>	<b>Community</b>		
<b>Updated:</b>	<b>2017</b>	<b>Date of Review:</b>	<b>2019</b>

### Rationale

Catholic schools exist to further the mission of the Church. In Western Australia, the Mandate of the Bishops require the Catholic Education Commission of Western Australia to make Catholic school education available to all Catholic children, as far as resources allow.

### Principles

1. Leschenault Catholic Primary School recognises the uniqueness of each student.
2. LCPS exists to provide a distinctly Catholic education for children enrolled in them.
3. LCPS fulfils its mission in partnership with the parents who are the first educators of their children.
4. LCPS promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, financially, emotionally or spiritually disadvantaged.
5. LCPS has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
6. LCPS shall accept all applications for enrolment.
7. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
8. Enrolment at LCPS shall be offered only where the school has age appropriate accommodation and the requisite resources to respond to any identified specific needs of the student.
9. Enrolment at LCPS 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 LCPS.

## Procedures

1. The following enrolment priority applies at Leschenault Catholic Primary School.
  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.
2. The Principal may depart from the guidelines to suit local or special circumstances.
3. Completing an application form and its acceptance by the school does not guarantee an enrolment interview or a place at the school.
4. Before an offer of a place is made, prospective parent(s) / guardian(s) shall be interviewed by the Principal or a member of the school Leadership Team as appropriate.
5. Before offering enrolment at Leschenault, the capacity to respond to specific educational needs of all its students is determined. Therefore:
  - 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.
  - Where the student has a disabling condition, disorder or significant health care needs, the Principal shall consult with the Special Learning Needs Team at the Catholic Education Office to ensure that the school has the capacity to make adequate provision for the student's specific educational needs.
6. Enrolment may take place at any level, Pre-Kindergarten to Year 6. A parent of a Kindergarten student may, with the consent of the Principal, defer taking up an offer of enrolment until the commencement of Pre-Primary.
7. 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.
8. The declaration on the enrolment form must be signed by one or both parents/ guardian/s for the application to be valid.
9. When enrolling students in the Three Year-old Educational Program:
  - Students shall have attained the age of three.
  - 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 'Entry Form' for

parent(s)/guardian(s) 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.

- It is recommended that the 'Entry Form' for the program be visually different from the enrolment forms of the school to assist in clarifying the situation with the program.
- The enrolment entry priority detailed above also applies to Pre- Kindergarten enrolment applications.

10. Aboriginal or Torres Strait Islander students shall be given enrolment preference wherever possible and practicable.