

St Benedict's School

Applecross – Policy Statement

Student Enrolment Policy

Released: 2001
Reviewed: 2004
Reviewed: 2006
Reviewed: 2011
Reviewed: 2014
Due for Review: 2017

RATIONALE

St Benedict's School exists to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires St Joseph's Catholic Primary School to make Catholic school education available to all Catholic children, as far as resources allow.

PRINCIPLES

1. St Benedict's School recognises the uniqueness of each student.
2. St Benedict's School exists to provide a distinctly Catholic Education for the children enrolled in it.
3. St Benedict's School has a preferential option for the poor and marginalised.
4. St Benedict's School fulfils its mission in partnership with parents who are the first educators of their children.
5. St Benedict's School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
6. St Benedict's School will accept all applications for enrolment.
7. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
8. Enrolment in St Benedict's 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 in St Benedict's School does not guarantee enrolment in any other Catholic school.

PROCEDURES

1. On application for enrolling a child in any year, parents will fill out an Application for Enrolment Form. Completion of this form and acceptance by the school does not guarantee an enrolment interview nor a placement at St Benedict's School.
2. An interview with the Principal may be held following this form being received by the School depending on vacancies of places in the year applied for and the length of waiting lists for that grade. After the interview, a Letter of Offer will be sent to the parents/guardians informing them of the position. At least one parent/guardian and the child (where possible) are expected to attend the

interview, bringing relevant birth, baptismal, other sacramental, educational and medical records. The school will retain a copy of these.

3. The school enrolment criteria is as follows:
 - Siblings of Catholic students with a Parish Priest reference
 - Catholic students from the Parish with a Parish Priest Reference
 - Other Catholic students from outside the parish with a Parish Priest reference.
 - Siblings of non-Catholic students
 - Non-Catholic students from other Christian denominations
 - Other non-Catholic students.
4. At the enrolment interview, the parents/guardian will be given the parent handbook that outlines general information including uniform and fee structures.
5. Parents/guardians will be informed that if they have knowingly withheld information relevant to the application/enrolment process then the Principal reserves the right to refuse or terminate enrolment on that ground.
6. Parents, on enrolment of their children in St Benedict's School must:
 - Be supportive of a full Catholic education for their child.
 - Support the educational and spiritual programme of the school.
 - Pay school fees, except in cases of genuine hardship, where alternative arrangements may be made by appointment with the Principal. Associated with the school fees is a voluntary Building Levy along with an Amenities Fee. Levies and associated fees are non-refundable.
 - Work cooperatively with and within the school.
 - Be actively involved in the life of the school.
 - Ensure that the child attends school in correct and full school uniform, maintained in good repair, thus encouraging development of the school community pride and self-discipline.
7. The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of the Diocese shall be referred to when enrolling students. Non-Catholic Aboriginal shall not be included in the percentage calculations.
8. Enrolment may take place at any year level, K-6. A parent of a kindergarten student may, in consultation with the Principal, defer the taking up of an offer of enrolment until the commencement of Pre-primary.
9. When enrolling students in the Three Year-old Educational Programme:
 - Students shall have attained the age of three.
 - Enrolment into the programme shall relate to participation in the programme and not enrolment into the school.
10. If a family wishes to withdraw their child a terms notice, where possible is required, for refund of fees.