



Queen of Apostles School

STUDENT ENROLMENT POLICY

RATIONALE

Queen of Apostles School embraces the Catholic Education Commission (WA) Policy on student enrolment which states Catholic Schools exist to further the mission of the Church to proclaim the Good News of Jesus Christ. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia to make Catholic school education available to all Catholic children, insofar as this is possible.

PRINCIPLES

- 1.1 Queen of Apostles School has a preferential option for the poor and marginalised.
- 1.2 Queen of Apostles School recognises the uniqueness of each student.
- 1.3 Queen of Apostles fulfils its mission in partnership with parents who are recognised as the first educators of their children.
- 1.4 Queen of Apostles School shall accept all applications for enrolment.
- 1.5 Queen of Apostles School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
- 1.6 The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
- 1.7 Enrolment at Queen of Apostles School shall only be offered where the school has age appropriate accommodation available and the requisite resources to respond to any specific needs of a student.
- 1.8 Enrolment at Queen of Apostles School does not guarantee enrolment in any other Catholic school.
- 1.9 Queen of Apostles School has a responsibility to conform to the 'Student Enrolment' policy statement mandated by the Catholic Education Commission of Western Australia.

PROCEDURES

- 2.1 Places are offered in the following priority order:
 - a) Catholic students from the Parish of Our Lady Queen of Apostles, with first priority being given to those students whose family actively participates in worship and service within the Parish and have a Parish Priest reference.
 - b) Catholic students from QOA without a Parish Priest Reference.
 - c) Catholic students from another Parish with Parish Priest Reference.
 - d) Other Catholic students with no Parish Priest Reference.
 - e) Siblings of non-Catholic students attending Queen of Apostles School

- f) Non-Catholic students from other Christian denominations.
- g) Other Non-Catholic students.

NB Those families who are able to get a Parish Priest reference will elevate their position in the priority ranking in which we offer places to applicants.

Procedure for Application

3.1 Parent(s)/Guardian(s) wishing to enrol their child at Queen of Apostles School are to complete an 'Application for Enrolment' form and forward this to the School Office (one per child). An application is not deemed 'complete' until copies of all requested documentation are provided to the School and the Enrolment Fee has been paid. Documentation required, but not limited to includes:

- a) Application for Enrolment form
- b) Full Birth Certificate (not extract)
- c) Baptism and other Sacramental Certificates
- d) Parish Priest Reference (new families only)
- e) Immunisation records
- f) A copy of both the child's and parent's Visa (if born overseas) and Passport.
- g) Permanent Residency details and Australian Citizenship certificate (if applicable)
- h) Parenting Orders (where relevant)
- i) \$25 non-refundable Application Fee

3.2 Before an offer of a place is made parent(s)/guardian(s) shall be interviewed by the Principal or a member of the school Leadership Team. Prospective students shall be interviewed where appropriate.

3.3 At the enrolment interview information is exchanged so that parent(s)/guardian(s) are made aware of the various programmes offered by the school as well as being directed to various policies of the school. The Principal will also ascertain whether the student has:

- a) any special educational needs which will require differential resourcing if schooling is to achieve educational outcomes appropriate to the student's learning needs.
- b) 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 resource capacity to make adequate provision for the student's specific educational needs.
- c) further information required from the student's former school Principal or teacher/s, to ascertain whether there is any issues in order to make a decision whether an appropriate educational programme can be provided. From time to time, the Principal, in consultation with other agencies e.g. DCP and/or key staff of the outgoing school, may determine that a transfer may not be in the best interests of the child.

If the Principal determines that the school, after appropriate consultation, does not have the financial and non-financial resources to respond to the student's educational needs, then the parent(s) or guardian(s) may be referred to one of the Special Education Centres located in certain Catholic schools.

- 3.4 Enrolment interviews for Kindergarten and Pre-Primary will generally be conducted two years prior to the calendar year for which enrolment is sought.
- 3.5 As far as possible, parent(s)/guardian(s) will be notified within two weeks of the interview whether an offer of place is possible. On being offered a position for their child/children, a letter of acceptance must be returned to the school by the due date together with any other requested information and the \$300 Acceptance fee.
- 3.6 Where an offer of enrolment is not made, parents(s)/guardian(s) will be provided with the opportunity to place their child's application on a wait list.
- 3.7 Enrolment may take place at any year level, K-6. A parent of a Kindergarten student may defer the taking up of an offer of enrolment until the commencement of Pre-primary.
- 3.8 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.
- 3.9 Parent(s) or guardian(s) are to:
- a) disclose any special needs of the prospective student
 - b) disclose any particular medical condition, health care requirements and behavioural needs of the prospective student
 - c) provide a copy of any Parenting or Restraint Order that applies to the prospective student
 - d) fully complete the application and enrolment form
- 3.10 The Catholic/Non-Catholic "Enrolment Percentage Parameters" approved by the Bishops of Western Australia is to be referred to when enrolling students.
- 3.11 Tuition fees and other charges have been set by the Board of Queen of Apostles School in accordance with Catholic Education Commission of Western Australia guidelines. Parent(s)/Guardian(s) are asked to make a commitment to support Catholic education financially by paying fees. A copy of the school's 'Payment of Fees Policy' is available from the Principal upon request or on the school website.