



St Augustine Primary School

SCHOOL BASED STUDENT ENROLMENT POLICY

1. Rationale

Catholic schools exist to further the mission of the Church. 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, as far as resources allow (Mandate page 50).

St Augustine Primary School is a coeducational Catholic primary school that follows the guidelines and policies set down by the Catholic Education Commission of Western Australia. St Augustine is a single stream school catering for students from Kindergarten to Year 6. The Enrolment Policy of St Augustine is based on the Catholic Education Commission principle of striving to make Catholic schooling available to children whose parents wish for them to be educated in an environment which has the Gospel, including its values, and a Catholic ethos as its basis.

An application for enrolment form must be completed, as fully as possible for every child enrolled. Provision for bookings for children to be enrolled in future years is available. Before an application can be considered, the following conditions must be met:

- Parents/Guardians are required to complete, in full, the enrolment form
- Parents/Guardians must provide Birth and Baptismal certificates and immunisation records
- Parents/Guardians attend an interview with the Principal.

During the interview:

- The Catholic focus and priority of the school is outlined
- The learning, social and any special needs of the child are discussed
- Parents/Guardians must be prepared to accept the conditions of enrolment fully in respect to each and every child.

Enrolment does not automatically follow as a result of an application. Because there are limits to class sizes, children may have to be placed on waiting lists.

Applications will be considered in the following order the selection criteria:

2. Selection Criteria

2.1 When enrolling students consideration is given to the following in priority:

- Catholic students from the Rivervale Parish with a Parish Priest reference.
- Catholic students from outside the Parish with a Parish Priest reference.
- Other Catholic students.
- Siblings of non-Catholic students.
- Non-Catholic students from other Christian denominations.
- Other Non-Catholic students.
- The Principal in conjunction with the Parish Priest has discretion for the enrolment of special cases.
- No enrolment application is refused on the basis of financial hardship.

- 2.2 Parents on the enrolment of their child at St Augustine Primary School must:
- Be supportive of a full Catholic education for their child
 - Realise that Kindergarten is a very important and necessary first step in the education of their child
 - Support the educational and spiritual program 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 are the Building Levies and Amenities Fee. Levies and associated fees are non refundable
 - Work cooperatively with and within the School
 - Be actively involved on the life of the School
 - Ensure their child attends school in correct and full uniform, maintained in good repair, thus encouraging development of the school community pride and self-discipline.

Each application for enrolment will be considered individually. The final decision on acceptance is at the discretion of the Principal.

This policy is reviewed from time to time to reflect the directions of the Archbishop and the Catholic Education Commission of WA.

School's Schedule of Fees and Payment Policy

These documents are available from the school's Administration or Finance officers

Processing of Application

Is timely; parents are informed of dates at time of interview

Enrolment of Overseas Students

Is accordance with CECWA policy 2-D10 Provision of Services for the Enrolment of Full Fee Paying Overseas Students

Breach of Enrolment

Ramifications of a breach of enrolment will be discussed with the Principal

Parental Obligations

As outlined above 2.2

IMPORTANT INFORMATION

- Completion of the St Augustine Enrolment Form and acceptance of the application by the school does not guarantee a place at the school nor does it guarantee an enrolment interview.

- Enrolment at St Augustine Primary School is not a guarantee of enrolment in any other Catholic school.
- 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; Special attention to the “AGREEMENT” section of the St Augustine Primary School Enrolment Form must be noted and signed.

7. Related Documents

CECWA policy 2-D10 Provision of Services for the Enrolment of Full Fee Paying Overseas Students

8. Related Proformas and other Forms

Proforma available on System Communication Notice Board under M ‘CECWA Policy statement proformas’

9. Review History

1978
1994
1999
2004
2006
2009
2010

10. Next Review

2014



