



# Our Lady of Mt Carmel School Mullewa

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## STUDENT ENROLMENT POLICY

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### RATIONALE

In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia (CECWA) to advance the Church's purpose for Catholic schools, while embodying the Church's preferential option for the poor and disadvantaged, by making available a Catholic school education for all Catholic children, insofar as this is possible (Mandate, 50).

### Definitions

The term *Aboriginal* refers to the original inhabitants of Australia and includes the Torres Strait Islander people.

The term *student* will include all students, including children and young people and children enrolled in early learning and care services.

The term *parents* will include parents or guardians or carers.

### PRINCIPLES

1. Our Lady of Mt Carmel School recognises the uniqueness of each student.
2. Our Lady of Mt Carmel exists to provide a distinctly Catholic education for children enrolled in the school.
3. Aboriginal students shall be given enrolment preference wherever possible and practicable.
4. Our Lady of Mt Carmel School promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged
5. Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from Our Lady of Mt Carmel School.
6. Our Lady of Mt Carmel School fulfils its mission in partnership with parents who are the first educators of their children.
7. Our Lady of Mt Carmel School has a responsibility to comply with the requirements of student enrolment in accordance with the Western Australian School Education Act 1999 and the Disability Standards in Education 2005.
8. Our Lady of Mt Carmel School shall accept all applications for enrolment, however acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.

9. Enrolment at Our Lady of Mt Carmel School does not guarantee enrolment in any other Catholic school.

## PROCEDURES

1. The Principal with the assistance from Our Lady of Mt Carmel School Board is responsible for developing the enrolment policy.
2. The following enrolment priority will be followed when considering the application of enrolment to Our Lady of Mt Carmel School:
  - 2.1 Catholic students from the Parish with a Parish Priest reference
  - 2.2 Catholic students from outside the Parish with a Parish Priest reference
  - 2.3 Other Catholic students
  - 2.4 Siblings of non-Catholic students.
  - 2.5 Non-Catholic students from other Christian denominations.
  - 2.6 Other non-Catholic students.

\*Aboriginal students shall be given enrolment preference wherever possible and practical.

\* The above may be varied to suit local circumstances prevailing at the time after consultation with the Director of Catholic Education and written confirmation of the outcome.
3. Parents interested in enrolling their children at Our Lady of Mt Carmel School are given the following information:
  - Letter of explanation.
  - Application for Enrolment
  - Standard Collection Notice
  - Pamphlet explaining the process for dealing with a dispute or complaint in a Catholic School.
  - **PARISH PRIEST REFERENCE FORM:** to be completed by parent, to be completed by parish priest.
4. On completion and receipt of the documentation, an appointment is made with the parents and the child, the timeline is dependent on individual circumstance. Before an offer of a place is made, prospective students and their parent(s) or guardian(s) shall be interviewed by the principal or a member of the school Leadership Team.
5. During the interview the following will be discussed:
  - 5.1 Matters direct from Enrolment Form
    - Students birth certificate (copy of the original), individual needs – educational and medical requirements, immunisation records.
    - Students enrolling into Kindergarten must be toilet trained. The school accepts that toileting accidents happen during a school day, however repeated soiling or wetting will result in parents being asked to keep their child at home for a short period of time, to seek advice from Continence advisors and to try to rectify the issue. Upon returning to the classroom environment, the school will work in partnership with the parents to help implement any programs or practices set in place by health care advisors.
    - Emergency contact procedure/authorisation.
    - Agreement.
  - 5.2 School expectations and support from parents:
    - Catholic Ethos/RE programs.

- Children’s masses.
  - Behaviour Management Policy.
  - Communication format
  - Fee Structure and payment options.
  - Medical Procedures.
  - School Board and P & F Association.
6. Breach of enrolment is considered when:
- 6.1 Incorrect information is supplied which affects the school in carrying out its duty to provide for the needs of the child.
  - 6.2 Withholding information which affects the school’s goals and aims to develop the child to his/her full potential.
7. Enrolments must comply with Government entry age requirements.
8. Enrolment may take place at any year level, K–12. A parent of a child eligible for Kindergarten may, in consultation with the principal, defer the taking up of an offer of enrolment into the school until the commencement of Pre-primary.
9. Enrolment Procedure (compliance with Disability Standards in Education 2005):
- a) The Enrolment Application Form should be free of disability details
  - b) If the parent is offered an interview, then a Pre-interview Student Details Form is to be given to the guardian/parents to complete and submitted with school reports, immunization records etc. prior to the interview.
  - c) The Pre-interview Student Details Form detailing the child’s needs may be discussed at the interview
  - d) The principal gives due consideration to educational adjustments required for the child and by the school community
  - e) A decision is made by the principal regarding enrolment The family is informed of the enrolment decision and the reasons for the decision should an enrolment not be offered by the school.
10. The Principal shall adhere to the CECWA’s policy statements regarding the management, storage, transfer and disclosure of confidential and personal information.

**References:**

Bishops of Western Australia 2009, Mandate of the Catholic Education Commission of Western Australia: 2009-2015

**Related Documents**

CECWA Aboriginal Education policy  
CECWA Early Childhood Education and Care policy  
CECWA Justice Education policy  
CECWA The Management of Confidential Information policy  
CECWA School Fees: Setting and Collection policy  
Western Australian School Education Act 1999  
Disability Standards in Education 2005