



ST MARY STAR OF THE SEA CATHOLIC SCHOOL

STUDENT ENROLMENT POLICY

Reviewed 2014

ST MARY STAR OF THE SEA CATHOLIC SCHOOL IS A CO-EDUCATIONAL COMPOSITE SCHOOL CATERING FOR STUDENTS FROM KINDERGARTEN THROUGH TO YEAR TEN AND IS CONDUCTED BY THE PRINCIPAL AND THE SCHOOL BOARD ON BEHALF OF THE CATHOLIC BISHOP OF GERALDTON

THE PRINCIPAL AND THE BOARD ARE RESPONSIBLE TO THE CATHOLIC EDUCATION COMMISSION OF WESTERN AUSTRALIA THROUGH THE CATHOLIC EDUCATION OFFICE.

In the fullness of time, in His mysterious plan of love, God the Father sent His only Son to begin the Kingdom of God on earth and bring about the spiritual rebirth of mankind. To continue His work of salvation, Jesus Christ founded the Church as a visible organism, living by the power of the Holy Spirit.

(The Catholic School, para.5 issued by Congregation for Catholic Education 1977)

RATIONALE

- Student enrolment at St Mary Star of the Sea Catholic School shall reflect Catholic education principles both in philosophy and in the way the procedures of this policy are implemented.
- This school is committed to the development of the whole person, since in Christ the perfect being; all human values find their fulfilment and unity.

DUE CONSIDERATION FOR ENROLMENT AT ST MARY STAR OF THE SEA SCHOOL IS BASED ON THE FOLLOWING CRITERIA:

- Catholic students from the Parish
- Catholic students from outside the Parish
- Siblings of non-Catholic students
- Non-Catholic students from other Christian denominations
- Other Non-Catholic students.

PRINCIPLES

- The school recognises the uniqueness of each student.
- The school has a preferential option for the poor and marginalised.
- The school fulfils its mission in partnership with parents who are the first educators of their children.
- The school has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
- The school shall accept all applications for enrolment. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
- Enrolment in the 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.
- Enrolment in this school does not guarantee enrolment in any other Catholic school.
- The Principal shall determine class sizes in consultation with the class teacher.

PROCEDURES

- Completed Application For Enrolment forms, signed by both parents and the Principal or nominee, Full Birth Certificate (not Extract) , Baptismal Certificate, Immunization record and photocopy of 2 recent school reports. Other documents required are Visa and passport **or** Australian Citizenship if not born in Australia, (these documents are also required from the parents who have been born overseas but the child is born in Australia) If a parent or guardian has documents stating Legal Guardianship of the child/children copies of these must also be made available.
All relevant documents are required for enrolment to be completed.
- Enrolments must comply with Government entry age requirements.
- Each Parent or Guardian of prospective students is required to complete a form for the Parish Priest. Parents are to seek an interview with the Parish Priest before meeting with the School Principal.
- If Parents or Guardians knowingly withhold information relevant to an application to enter the school, then the Principal reserves the right to refuse or terminate enrolment on that ground.
- Following their interview, if enrolment has been successful, a letter of Offer and Acceptance, Enrolment Form and MCEETYA Data Collection Form will be issued to the prospective Parents/Guardians. These forms are to be returned to the office together with Acceptance Letter and enrolment fee of \$50.00 and copies of any other relevant documentation. The enrolment fee is refundable and will be deducted from school fees. If an enrolment is withdrawn after acceptance by the parent/guardian the fee is not refundable.
- Enrolment in Kindergarten is the entry point for enrolment into St Mary Star of the Sea Catholic School. Subsequent enrolment for Pre-Primary or years thereafter is not necessary.
- Parents and students must read the Discipline Policy of the school and agree to support the strategies and content.
- Once the Parents/Guardians have accepted an offer of enrolment, the enrolment cannot be deferred to a later year.
- Parents are expected to support the activities of the school. e.g. Parents & Friends Association, fund raising groups, busy bees, school functions and combined school/Parish functions.
- A School Fees Schedule is available with the Application Package. Fees are subject to change at the commencement of each new school year. Fees are to be paid in 3 installments over 3 terms or regular weekly, fortnightly or monthly payments paid by end of Term 3. Other payment arrangements may be made through consultation with the Principal.
- If parents are leaving town or transferring their child/children to another school they must notify the school office at least two weeks prior by completing an Enrolment Cancellation Form. All fees must be paid in full before their last day unless other arrangements have been made in writing with the Principal.