



ENROLMENT POLICY

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1. 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).

2. 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, guardians, and carers.

3. SCOPE

This policy applies to all members of the La Salle College school community – both current and prospective students, parents, guardians, and carers.

4. PRINCIPLES

1. Catholic schools exist to provide a distinctly Catholic education for children enrolled in them.
2. Catholic schools recognise the uniqueness of each student.
3. Catholic schools promote justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
4. Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from a Catholic school.
5. Catholic schools fulfil their mission in partnership with parents who are the first educators of their children.
6. Aboriginal students shall be given enrolment preference wherever possible and practicable.
7. Schools are required 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. Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.

5. PROCEDURE

La Salle College's enrolment policy and related enrolment documents are publicly available and included as part of the enrolment pack for viewing prior to parents signing an enrolment acceptance.

The principal, in conjunction with our College Board, is responsible for developing the College's enrolment policy, which reflects the uniqueness of our school community.

Enrolment priority

- La Salle College's enrolment policy provides for the following enrolment priority for all students:
 - o Catholic students from Catholic schools with a Parish Priest reference
 - o Catholic students from non-Catholic schools with a Parish Priest reference
 - o Other Catholic students from Catholic schools
 - o Other Catholic students from non-Catholic schools
 - o Siblings of non-Catholic students
 - o Non-Catholic students from Catholic schools
 - o Non-Catholic students from other Christian denominations
 - o Other non-Catholic students
- The principal may vary the above priorities to suit local circumstances prevailing at the time after prior consultation with the Executive Director of Catholic Education and written confirmation of the outcome.
- The College will refer to the Catholic/non-Catholic enrolment percentage parameters approved by the Archbishop of Perth when enrolling students.
- Every effort is made to accept children of alumni of the College.

Compliance with legislative requirements

- La Salle College's enrolment policy and procedures comply with the requirements of the School Education Act 1999 (WA), and anti-discrimination legislation, including the Equal Opportunity Act 1984 (WA), the Disability Discrimination Act 1992 (Cth) and the Disability Standards in Education 2005.
 - o The Enrolment Application Form is free of disability details.
 - o The College's enrolments comply with government entry age requirements.

Applications

- La Salle College accepts all enrolment applications. The College accepts all enrolments where places are available.
- Parents may request a prospectus online via the College website, or they may contact the College.
- Parents may attend one of the College's Tour/Open Days and/or arrange an individual or group visit to the school.
- Complete the official Expression of Interest Form, the Enrolment Application Form and return to the College with a non-refundable registration fee (payable per family). This must be paid before the application can be processed.

Please note: the lodgement of an Enrolment Application Form and/or payment of the associated registration fee does not guarantee an enrolment interview or a place at the school.

- If applying for entry into the Education Support Centre, further information may be required.

- While the College receives applications for enrolment from students who fall into a variety of visa categories, there are different conditions associated with enrolments involving visas. In all cases, parent(s) must notify the College to confirm eligibility.
- Applications for admission into Year 7 (whether siblings are enrolled in the College or not) will be processed up to 24 months prior to the commencement at the College. The College will publish a closing date for consideration of applications.
- The College will accept, and may request, references from Parish priests and/or school reports from previous schools.
- Consideration will be given to the length of time for which the application for admission has been lodged with the College, as well as meeting the application deadline.

Pre-enrolment interview

- Parent(s) and prospective students will be invited to attend an interview with the principal or a member of the senior leadership team.
- The interview will include a discussion about the prospective student's desire to apply themselves both in their academic programs, and also to their interests outside the classroom, as well as the family's willingness to support the Catholic ethos of the College.
- Further information about prospective students' medical, social, emotional and/or learning needs may be requested at this point so the College to make an informed assessment about its ability to ensure equity of access to educational programmes.
- Following a pre-enrolment interview, an offer of placement may be made in writing.

Enrolment acceptance

- Acceptance of an offer of enrolment is formalised by completing and submitting the Confirmation of Enrolment Form and returning it to the College with the non-refundable deposit fee. This amount will be deducted from the first school fees account raised.
- The College will inform parent(s) of the enrolment decision and the reason(s) for the decision should an enrolment not be offered by the College.

Fees and payments

- Information regarding the College's fees schedule can be found on the College website.

Breach of enrolment

- o If it is proven that parent(s) have knowingly withheld material information relevant to the application and/or enrolment process, the principal reserves the right to refuse or terminate enrolment on those grounds.

Information and records management

- All information is collected in accordance with the College's Privacy policy.
- The College adheres to the CECWA Management of Confidential Information policy statement regarding the management, storage, transfer, and disclosure of confidential and personal information.

6. REFERENCES

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

7. RELATED DOCUMENTS

- CECWA Aboriginal Education policy
- CECWA Justice Education policy
- CECWA The Management of Confidential Information policy
- CECWA School Fees: Setting and Collection policy
- School Education Act 1999
- Disability Standards in Education 2005

- La Salle College School Fees Schedule
- La Salle College Student Code of Conduct
- La Salle College Student Enrolment Contract
- La Salle College Student Handbook

Related Forms

- Enrolment Application Form
- Pre-Enrolment Interview Student Details Form

8. REVIEW HISTORY

Year:	Reviewed By:	Amendments / Review
2020		

9. NEXT REVIEW

Year:	Responsible:
2021	