



# Francis Jordan Catholic School

Peterborough Drive, Currambine WA 6028  
www.fjcs.wa.edu.au

## **STUDENT ENROLMENT POLICY**

### **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.

### **Principles**

1. Catholic schools exist to provide a distinctively Catholic education for children enrolled in them.
2. Catholic schools recognise the uniqueness of each student.
3. Catholic schools have a preferential option for the poor and marginalised.
4. Catholic schools fulfil their mission in partnership with parents who are the first educators of their children.
5. Catholic schools have a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
6. Catholic schools shall accept all application forms for enrolment.
7. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
8. Enrolment in a Catholic school shall be offered only where the school has age appropriate accommodation and the requisite resources to respond to any identified specific needs of the student.
9. Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.

### **Procedures**

1. All enrolment applications shall be submitted on the Francis Jordan Catholic School Enrolment Application Form.
2. No enrolment application will be considered unless this documentation is completed in full and signed by the parent/guardian/caregiver.

3. On applying for enrolment, parents shall provide a copy of each child's Birth Certificate, Baptism Certificate and Immunisation Card. If other sacraments have been received, documentary evidence shall also be provided.
4. The acceptance by the school of an enrolment application form does not guarantee an enrolment interview.
5. The offer of an enrolment interview does not guarantee an offer of enrolment.
6. Where an enrolment interview is offered, this shall be attended by at least one parent/guardian/caregiver and the child for whom the application is being made.
7. Kindergarten enrolment interviews shall normally take place at the commencement of Term 2 with offers of enrolment being made by the end of Term 2.
8. Other enrolment interviews shall be undertaken as required.
9. Enrolment interviews shall be conducted by the school principal or delegate. Other school staff may be asked to be present at interviews at the discretion of the principal.
10. Enrolment will be offered in age-appropriate classes in accordance with the School Education Act 1999 and the associated Regulations.

11. Enrolment Criteria

The following enrolment priorities shall apply

- 1.1 Catholic students from the St Simon Peter Parish with a Parish Priest Reference and who are siblings of a current student
- 1.2 Catholic students from the St Simon Peter Parish with a Parish Priest reference
- 1.3 Catholic students from outside the St Simon Peter Parish with a Parish Priest reference
- 1.4 Other Catholic students
- 1.5 Siblings of non-Catholic students
- 1.6 Non-Catholic students from other Christian denominations
- 1.7 Other non-Catholic students.

The Principal may vary the above priorities to suit particular local circumstances prevailing at the time.

12. A school fee and charges schedule shall be made available at the time of application and discussed at the enrolment interview.
13. Parents are required to support and promote the Catholic ethos and religious dimension of the school. This includes each child participating fully in the Religious Education program implemented by the school.
14. Parents are required to support the full participation of their child in the educational program of the school.

15. Parents are required to abide by the policies and directions of the school and the Catholic Education Commission of Western Australia as reviewed from time to time.
16. Failure to abide by Clauses 13, 14 and 15 above shall be deemed to constitute a breach of the enrolment conditions and shall result in a child's enrolment at the school being refused or terminated.

Reviewed: 2016

Due for review: 2018