



Student Enrolment Policy

RATIONALE

St Lawrence Primary School has been established by the Roman Catholic Archbishop of Perth to further the mission of the Church. St Lawrence Primary School endeavours to fulfil the Mandate of the Bishops in so far as this is possible to make a Catholic education available to all Catholic children within the Parish of St Lawrence, Balcatta

PRINCIPLES

1. St Lawrence Primary School exists to provide a distinctively Catholic Education for children enrolled in the School.
2. St Lawrence Primary School recognises the uniqueness of each student.
3. St Lawrence Primary School has a preferential option for the poor and marginalised.
4. St Lawrence Primary School fulfils its mission in partnership with parents who are the first educators of their children.
5. St Lawrence Primary School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
6. St Lawrence Primary School 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 at St Lawrence Primary 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 at St Lawrence Primary School does not guarantee enrolment in any other Catholic school.

PROCEDURES

The enrolment policy at St Lawrence Primary School provides for the following enrolment priority:

1. Catholic students from the parish with a Parish Priest reference.
 - 1.2 Catholic students from outside the parish with a Parish Priest reference
 - 1.3 other Catholic students
 - 1.4 siblings of non-Catholic students
 - 1.5 non-Catholic students from other Christian denominations
 - 1.6 other non-Catholic students.Aboriginal students shall be given enrolment preference wherever possible and practicable.
2. The Principal may vary the above priorities to suit particular local circumstances prevailing at the time after prior consultation with the Executive Director of Catholic Education Western Australia and written confirmation of the outcome.
3. Enrolments shall comply with Government entry age requirements.
4. All enrolment applications shall be submitted on the St Lawrence Primary School Application Form, completed in full and signed by the parent/guardian/caregiver.

5. On applying for enrolment, parents shall provide a copy of each child's Birth Certificate, Baptism Certificate, Immunisation Card and confirmation of each child's Australian residency status. If other Sacraments have been received, documentary evidence shall also be provided.
6. Enrolment may take place at any year level, Kindergarten to Year Six.
7. Application fees shall be \$25.00 and shall be paid at the time of lodging an application. This fee shall be non-refundable.
8. The acceptance by the school of an application form does not guarantee an enrolment interview.
9. 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. The offer of an enrolment interview does not guarantee an offer of enrolment.
10. 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.
11. Interviews for students seeking enrolment into Kindergarten at the beginning of a new school year shall normally begin in Term I of the year prior to when enrolment is being sought. Other enrolment interviews shall be undertaken as required.
12. Before enrolment is confirmed, all custodial parents or guardians shall sign a declaration that, to the best of their knowledge, they have:
 - a) provided a copy of any Parenting or Restraint Order/s that applies to the prospective student
 - b) provided the necessary documentation, that the school may request, to confirm the student's Australian residency status
 - c) fully understood, agree and accept that they and their child shall participate in all required parts of the education program of the school including the Religious Education and faith programs
 - d) viewed, fully understood and agree to the terms and conditions set out in the school's Fee Setting and Collection Policy
 - e) fully understood, agree and accept that they and their child shall abide by the policies and directions of the school and the Catholic Education Commission Western Australia as reviewed from time to time
 - f) received a Privacy Collection Notice
 - g) fully and truthfully completed the Enrolment form.
13. Where a parent or guardian has knowingly withheld material or information relevant to the application/enrolment process, then the Principal reserves the right to refuse or terminate enrolment.
14. When enrolling children in the **Three Year-Old Educational Program**:
 - Children shall have attained the age of three
 - Enrolment into the program shall relate to participation in the program and not enrolment into the school. This point shall be clearly stated on the 'Entry Form' for parents/guardians
 - and they shall be advised that formal enrolment into the school occurs via an application at the time of seeking enrolment into Kindergarten or subsequent year levels
 - The following entry priority shall be consulted for the program:
 - a) Catholic children from the parish with a Parish Priest reference
 - b) Catholic children from outside the parish with a Parish Priest reference
 - c) other Catholic children
 - d) siblings of non-Catholic students
 - e) non-Catholic children from other Christian denominations
 - f) other non-Catholic student