Rationale
In Western Australia, the Mandate of the Bishops require the Catholic Education Commission of Western Australia (CEWA) 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 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
Catholic schools exist to provide a distinctly Catholic education for children enrolled in them. Catholic schools recognise the uniqueness of each student. 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. Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from a Catholic school. Catholic schools fulfil their mission in partnership with parents who are the first educators of their children. Aboriginal students shall be given enrolment preference wherever possible and practicable. 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. Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.

Procedures
Sacred Heart Primary School will advertise for expressions of interest in student enrolment during:
Term One of each year for Kindergarten and Pre Kindergarten through the school and Parish newsletters. Various terms for other year levels as appropriate. Parents on their part may apply for enrolment at any time.
A comprehensive application needs to be completed. The school administration staff will assist parents to complete this if necessary.
Parents are required to provide copies of the child’s birth certificate, immunization records, Baptismal certificates, passport/residency details and custody/guardianship information, as is applicable. Photocopying will be completed by the school if required. (Original documents will need to be sighted by office staff). The Principal shall contact the child’s previous place of education to determine the child’s needs and family background. This applies to children entering the school other than in Kindergarten and Pre-Primary.
If a child is from a neighbouring Catholic school, the Principal will contact the Principal of the current school to discuss the enrolment.
A Parish Priest Reference is required for further processing of application.
All applicants are asked to complete an Enrolment Application and place a $55 application fee. Parents will be notified if an enrolment interview is to be offered, and a Pre-Interview Student Details Form is to be completed. Prospective students and both parents are required to attend the
enrolment interview, with any existing school reports, immunisation records etc, submitted prior to the Interview.

The **Enrolment Policy** shall provide for the following enrolment priority for all students:

- Catholic students from the parish with a Parish Priest reference
- Catholic students from outside the parish with a Parish Priest reference
- Other Catholic students
- Siblings of non-Catholic children
- Non-Catholic children from other Christian denominations
- Other non-Catholic students.

Offers of Enrolment are at the discretion of the School Principal. Selected Applicants are required to confirm their acceptance of the offer of a position by payment of a non-refundable Enrolment Deposit fee of $300 within 7 days of the offer. This will be deducted from school fees, the year the student commences. Parents will be required to attend an information meeting prior to the commencement of the year of admission. Withdrawals from the school once an offered position has been accepted, or a student is enrolled, require one term’s written notice. The School Principal reserves the right to charge a term’s fee in lieu of one term’s notice of withdrawal.

**Kindergarten and Pre Kindergarten Placements**
Interviews for places for Kindergarten for the following year will commence mid-year. Where possible, interview for Kindergarten places will be conducted jointly with the Principal and Parish Priest.

**Other Class Level Placements**
Parents will be required to attend an interview with the Principal or delegated representative prior to enrolments being confirmed. The Parish Priest and Principal will discuss prospective enrolments as is necessary.

**All Offers of Placements**
Parents will be notified of the outcome of the enrolment application as soon as is possible following the interview. When a delay in an answer is likely, an approximated timeline will be explained to the parent.

**Class size guidelines:**
- Pre Kindergarten-20 students per class
- Kindergarten- 30 students per class
- Pre-Primary -30 students per class
- Year 1 and Year 2 -30 students per class
- Year 3-6 -32 students per class

The School Principal determines the size of the classes, mindful of the educational (and other) needs of the students.

In exceptional circumstances, the Principal may vary the above priorities to suit particular local circumstances prevailing at the time, and class sizes will not be exceeded without the permission of the Executive Director of Catholic Education Western Australia.

**Review**
This policy shall be reviewed annually.