



**Sacred Heart  
Primary  
School  
Highgate**

**Policy: Enrolment Procedures and Processes**

**Originally released: 2014**

**Date for review: 2023**

### **Rationale**

In Western Australia, the Mandate of the Bishops require 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).

### **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.

### **Procedures and Processes**

1. 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.
2. A comprehensive application needs to be completed (The school administration staff will assist parents to complete this if necessary). All applications will be accepted, however the acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
3. Parents are required to provide copies of the child's Birth Certificate, Immunization Record, Baptismal Certificate, passport/residency details and custody/guardianship information, as is applicable. A Parish Priest Reference is required for further processing of the application. (Photocopying will be completed by the school if required. - Original documents will need to be sighted by Office staff).
4. The Principal shall contact the child's previous place of education to determine the child's needs. This applies to children entering the school other than in Kindergarten. If the student has attended a neighbouring Catholic school, the Principal will contact the Principal of the current school to discuss the enrolment.
5. All applicants (Kindergarten to Year 6) are asked to complete an **Application for Enrolment** form and pay a \$55 application fee. All applicants (Three Year Old Kindergarten) are asked to complete a **Pre Kindergarten Entry** form and pay a \$55 application fee.
6. Parents will be notified if an Enrolment Interview is to be offered, and a **Student Information** form is to be completed. Prospective students and both parents are required to attend the Enrolment Interview, with copies of any existing school reports, submitted prior to the Interview.

The **Enrolment Priorities** as identified below, apply 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 students
- Non-Catholic students from other Christian denominations
- Other non-Catholic students.

7. Offers of Enrolment are at the discretion of the School Principal with reference to Catholic/Non Catholic Enrolment Percentage parameters approved by the Arch Bishop of the Archdiocese.
8. 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).
9. Parents will be required to attend an information meeting prior to the commencement of the year of admission.
10. Withdrawals from the school once an offered position has been accepted, or once 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 Pre Kindergarten/Kindergarten for the following year will usually commence mid-year. Where possible, interviews for Pre Kindergarten/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 outlined at the interview.

#### **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.