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|  | <b>Policy:</b>              | <b>Student Enrolment</b>           |
|   | <b>Sub-Committee:</b>       | <b>Principal, AP, Psychologist</b> |
|   | <b>Originally Released:</b> | <b>2019</b>                        |
|   | <b>Date for Review:</b>     | <b>2021</b>                        |

## 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 or guardians or carers.

## 3. Scope

This policy applies to all students/families seeking enrolment at St Clare's School.

## 4. Principles

- 4.1 St Clare's School exists to provide a distinctly Catholic education for children enrolled in it.
- 4.2 In the tradition of the Good Shepherd Sisters, St Clare's School recognises the uniqueness of each student.
- 4.3 St Clare's School promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
- 4.4 Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from St Clare's School.
- 4.5 St Clare's School fulfils its educational role in partnership with parents who are the first educators of their children.
- 4.6 Aboriginal students shall be given enrolment preference wherever possible and practicable.
- 4.7 St Clare's School is required to comply with the requirements of student enrolment in accordance with the Western Australian School Education Act 1999, the Registration Standards for WA non-government schools, and the Disability Standards in Education 2005.

- 4.8 Enrolment in St Clare's School does not guarantee enrolment in any other Catholic school.

## 5. Procedures

As a CARE school, St Clare's School is registered to enrol secondary-aged students at educational risk. A student at educational risk means the student is unable, for one or more reasons such as the following, to participate in mainstream schooling:

- is disengaged from school or vocational education and training as evidenced by persistent non-attendance or a failure or refusal to enrol;
- experiences learning disadvantages or difficulties which cannot be effectively catered for at a reasonably local mainstream school;
- is affected by life risk factors such as domestic violence, abuse, homelessness, transience, addiction, chronic ill-health or pregnancy;
- is subject to a Children's Court order;
- is the subject of a Responsible Parenting Agreement covering school attendance; or
- is a persistent or serious juvenile offender.

5.1 The principal of St Clare's School is responsible for determining whether each student is at educational risk. The evidence for the principal's decision must be fully documented and retained.

5.2 Enrolment at St Clare's can happen throughout the year, for any of the Year Groups, as determined by the Principal.

5.3 Due to the nature of the school, the enrolment process for St Clare's School is extensive, and has three stages:

5.3.1 Set up of initial Introductory meeting, at which the student and a legal guardian must be present. Additional personnel may also attend, such as school or agency personnel or case-workers. A school-tour, discussion of the student's needs will follow, and giving an enrolment package. (Enrolment packs can only be obtained in this manner, and cannot be collected from the school as is the practice for mainstream schools). Occasionally, the Principal will inform the parents at this point that they do not believe that the student meets the criteria for enrolment at a CARE school. Enrolment Packs are requested to be returned within one month, to be considered for further enrolment process. No enrolment deposit is required. In the case of an independent minor, or an independent student over the age of 18 applying for enrolment, at least one other adult-carer or agency/support-worker must attend interviews with the student.

5.3.2 If the enrolment pack, and all requested documentation have been returned within one month, the Principal decides whether the student meets the criteria for enrolment and whether the school can serve the student, given the current cohort and resources. The student will then be placed on the Waitlist. Having a place on the Waitlist does not guarantee enrolment at St Clare's School.

5.3.3 Unlike a mainstream school, it is difficult to predict how long a student may be on the Waitlist, as enrolments occur in small numbers and very gradually. When the school is ready to enrol a student into the relevant year-group, a second interview – for Guest enrolment – is set up with the student and parent. The duration of Guest enrolment is generally between two and four weeks. This may vary due to the particular need of the students. Generally,

students will be enrolled in another school; Guest enrolment will be conducted under an allowance by Section 24 of the Education Act for a temporary change of educational setting. In preparation for Guest enrolment, documentation of diagnoses, care-plans, treatment-plans, and other agency involvement are requested, to better help serve the student's needs. During this time, the Principal can assess the suitability of the student for the school; the Principal takes these decisions with grave awareness that a CARE school is usually the last resort for a student and their family. Violence and very low attendance would be significant factors in an unsuccessful guest-enrolment.

5.3.4 Following a period of successful guest enrolment, a third interview will be held with student and parent to transition the student to ongoing or full enrolment. At this point an Individual Education Plan is established, and considerations are made for attendance plans, and other individual needs. Also discussed will be parents capacity to pay fees or other amenities. Low capacity to contribute will never be an impediment to enrolment.

5.4 Keeping in mind the registration requirements for enrolments into CARE schools, the Principal will give consideration to students according to the following criteria:

- Students from Catholic Secondary schools
- Students transitioning from Catholic Primary schools
- other Catholic students

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

5.5 Application for Enrolment forms shall incorporate the following compulsory elements:

- a statement that if a parent(s) or guardian(s) has knowingly withheld material information relevant to the application/enrolment process then the principal reserves the right to refuse or terminate enrolment on that ground
  - a declaration signed by all custodial parent(s) or guardian(s) that to the best of their knowledge they have:
    - a) provided a copy of any Parenting or Restraint Order 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 their child will participate in all required parts of the education program of the school including the Religious Education program
    - d) viewed, fully understood and agree to the terms and conditions set out in the school's fee collection policy
    - e) Received a Privacy Collection Notice
    - f) fully and truthfully completed the Application for Enrolment form
- 5.13 Principals shall adhere to the CECWA's policy statements regarding the management, storage, transfer and disclosure of confidential and personal information.

5.9 St Clare's School adheres to the CECWA's policy statements 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 Early Childhood Education and Care policy  
CECWA Justice Education policy  
CECWA The Management of Confidential Information policy  
CECWA School Fees: Setting and Collection policy  
Western Australian School Education Act 1999  
Disability Standards in Education 2005

**8. Proformas**

Initial Interview Proforma  
Application for Enrolment Proforma  
Pre-Interview Student Details Proforma

**9. Review history**

| <b>Year of Review:</b> | <b>Reviewed by:</b> | <b>Amendments/Review</b> |
|------------------------|---------------------|--------------------------|
| Created 2019           | Principal           |                          |
|                        |                     |                          |

**10. Next review**

| <b>Year:</b> | <b>Sub-Committee Responsible</b> |
|--------------|----------------------------------|
| 2021         | Principal, AP, Psychologist      |