

ENROLMENT POLICY

1.0 RATIONALE

As mandated by the Bishops, Mandurah Catholic College exists to provide a Catholic Education in the first instance to Catholic children. Where there is room, children of other faiths and beliefs are most welcome.

2.0 PRINCIPLES

- 2.1 In recognising the uniqueness of each child and mindful of the needs of the financially disadvantaged and marginalised, Mandurah Catholic College offers a Catholic education to all who seek enrolment, as far as resources allow.
- 2.2 Families who hold a current means tested family concession card are eligible to claim the fee concession. Requests for fee concessions shall be treated with dignity, compassion and confidentiality.
- 2.3 Parents who seek to enrol their children at Mandurah Catholic College must have a genuine desire for the religious and faith formation offered and be fully supportive of the Catholic ethos, goals and objectives of the College as expressed in its policies and procedures.
- 2.4 Once enrolled all children can feel secure in the knowledge that they are participating members of the Mandurah Catholic College community.
- 2.5 Where the needs of a child cannot be met by the College, an alternative education facility will be suggested.

3.0 PROCEDURES

- 3.1 The College's main intake years are Kindergarten and Year 7. Notice of student enrolments and associated information will be by:-
 - i) Local newspaper advertisements
 - ii) Public information meetings
 - iii) Visits to Year 5 students in contributory Catholic Primary Schools.
- 3.2 All Preliminary Application for Enrolment forms and Application for Enrolment forms should be returned to the College's Enrolment Officer.
- 3.3 All prospective students and their parent(s)/guardian(s) are required to attend an interview with the Principal or their delegated representative from the Executive team. For students entering at Year 7 level who have siblings at the College or are attending a Catholic Primary School this may be in the form of a group interview.
- 3.4 The interview time is an important time for all, involving a two-way exchange of information, and includes presentations on such topics as, uniform and grooming requirements, fee schedule and Fee Collection Policy, the Religious Education programme and school commitments.
- 3.5 At any time during or after the enrolment process if there is a requirement that any variations to enrolment conditions, such as the ability to maintain the financial commitment to the College this must be immediately addressed with an interview. Where there has been a previous breach of enrolment conditions or failure to address the non-payment of fees by the parent(s)/guardian(s), an individual interview will be required.
- 3.6 Further, it is at interview that it is ascertained whether the student has any special educational, disabling or health care needs that need to be catered for.

- 3.7 Students shall be enrolled according to the following enrolment priorities:-
- 3.7.1 Mandurah Catholic College Junior School
- i) Catholic Students from within our designated catchment area*.
 - ii) Siblings of non-Catholic students.
 - iii) Catholic students from outside our designated catchment area (**ONLY if the feeder school in that catchment area is unable to offer an enrolment**).
 - iv) Non-Catholic students within our designated catchment area.
 - v) Non-Catholic students outside our designated catchment area.
- 3.7.2 Mandurah Catholic College Secondary Schools
- i) Catholic siblings of the College
 - ii) Catholic students
 - iii) Siblings of non-Catholic students.
 - iv) Non-Catholic students from Catholic schools.
 - v) Non-Catholic student from other Christian denominations.

Note :

1. **The reference from a Parish Priest is a major factor in determining priority.**
2. **Following consultation with the Director, approval may be granted to allow non-Catholic students in smaller Catholic schools who have been enrolled for a significant number of years, to have priority over Catholic students from non-Catholic schools.**
3. **Enrolment priorities may be varied at the discretion of the Principal.**

3.8 Parents will be notified of the outcome of the enrolment application by Term 3 of the year prior to entry for Kindergarten, and as soon as possible for other students.

3.9 Parents will receive notification by letter and are required to complete an Enrolment Form and Confirmation of Enrolment Form by the required date. Failure to do so indicates parental intention to seek enrolment at another school.

3.10 A breach of enrolment will have occurred if it is demonstrated that parents withheld information relevant to the application/enrolment process. This may be in relation to the student's individual needs, medical conditions, health care requirements, parenting orders or the ability to meet the financial commitment to the College. In this situation enrolment may be refused or terminated.

3.11 In the six months prior to the student commencing at the College, the Student/Family Record data sheet must be checked for accuracy and a commitment made to the method of payment of fees.

3.12 Enrolment in Kindergarten is not compulsory. Parents wishing to exclude their children from this class will need to undergo the enrolment process for Pre-Primary, provided vacancies exist.

3.13 Enrolment within Catholic Primary schools in the Mandurah/Pinjarra area is prioritised through a boundary system. Families living :-

- North of Pinjarra Road – need first apply to Assumption Catholic Primary School
- South of Pinjarra Road – need first apply to Mandurah Catholic College

Should any school be unable to accommodate an enrolment, or should special factors affect the family, then each school will collaboratively endeavour to assist meeting the family's enrolment needs.