



Policy Area: Community  
Policy: **Student Enrolment**  
Released: Year  
Reviewed: 2014  
Next Review: 2016

## Rationale

St Jerome's Primary School embraces the Catholic Education Commission (WA) Policy on student enrolment which states Catholic Schools exist to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia to make Catholic school education available to all Catholic children, insofar as this is possible.

## Principles

1. Catholic schools recognise the uniqueness of each student.
2. St Jerome's Primary school has a preferential option for the poor and marginalised.
3. St Jerome's Primary school fulfils its mission in partnership with parents who are the first educators of their children.
4. St Jerome's Primary school has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
5. St Jerome's Primary school accepts all applications for enrolment.
6. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
7. Enrolment in St Jerome's Primary school will only be offered where the school has age appropriate accommodation and the requisite resources to respond to any specific needs of the student.
8. Enrolment in St Jerome's Primary school does not guarantee enrolment in any other Catholic school.

## PROCEDURES:

1. Places are offered in the following priority order:
  - a) Catholic students from the Parish with a Parish Priest reference
  - b) Catholic students from outside the Parish with a Parish Priest reference
  - c) Other Catholic students
  - d) Siblings of non-Catholic students already in the school
  - e) Non-Catholic students from other Christian denominations
  - f) Other Non-Catholic students.

2. Aboriginal\* students shall be given enrolment preference wherever possible and practicable.

The principal may vary the above priorities to suit particular local circumstances prevailing at the time after prior consultation with the Director of Catholic Education and written confirmation of the outcome.

### **Procedure for Application**

3. Before an offer of a place is made parent(s)/guardian(s) shall be interviewed by the Principal or a member of the school Leadership Team. Prospective students shall be interviewed where appropriate.
4. The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of the diocese shall be referred to when enrolling students. Non-Catholic Aboriginal\* students shall not be included in the percentage calculations.
5. At the enrolment interview information is exchanged so that parent(s)/guardian(s) are made aware of the various programmes offered by the school as well as being directed to various policies of the school.
6. A copy of the child's Baptismal Certificate, Birth Certificate and Immunisation details are required at the enrolment interview. Where possible copies of the child's recent school reports are to be made available to the school.
7. Interviews for Kindergarten will normally be held in Term One. Families will be contacted to arrange an interview time.
9. The School Fee Policy shall be explained to parent(s)/guardian(s) at the enrolment interview.
10. Before offering enrolment in St Jerome's Primary school it is important that the financial and non financial capacity of the school to respond to specific educational needs of all its students is determined. Therefore:
  - a) The Principal shall ascertain whether the student has any special educational needs which will require differential resourcing if schooling is to achieve educational outcomes appropriate to the student's learning needs.
  - b) Where the student has a disabling condition, disorder or significant health care needs, the Principal shall consult with the Special Learning Needs Team at the Catholic Education Office to ensure that the school has the resource capacity to make adequate provision for the student's specific educational needs.
  - c) The Principal may make contact with the student's former school principal or teacher/s to ascertain whether there is any further information required in order to make a decision whether an appropriate educational programme can be provided by St Jerome's. From time to time the Principal, in consultation with other agencies e.g. DCP and/or key staff of the outgoing school, may determine that a transfer may not be in the best interests of the child.

- d) If the Principal determines that the school, after appropriate consultation as in 7a, 7b and 7c above, does not have the financial and non financial resources to respond to the student's educational needs, then the parent(s) or guardian(s) may be referred to one of the Special Education Centres located in certain Catholic schools.
11. Enrolment may take place at any year level, K–6. A parent of a Kindergarten student may defer the taking up of an offer of enrolment until the commencement of Pre-primary.
12. If a parent or guardian has knowingly withheld information relevant to the application/enrolment process then the Principal reserves the right to refuse or terminate enrolment on that ground.
13. Parent(s) or guardian(s) are to:
- a) disclose any special needs of the prospective student,
  - b) disclose any particular medical condition and/or health care requirements of the prospective student;
  - c) provide a copy of any Parenting or Restraint Order that applies to the prospective student; and
  - d) fully complete the application and enrolment form.
14. When enrolling students in the Three Year-old Educational Program:
- Students 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 parent(s)/guardian(s) 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
15. The Catholic/Non-Catholic "Enrolment Percentage Parameters" approved by the Bishops of Western Australia is to be referred to when enrolling students.
16. The enrolment of overseas fee paying students will be done in accordance with CECWA policy and in consideration of the circumstances of the family concerned.



**ST JEROME'S SCHOOL  
MUNSTER**

**Draft**

**CONFIRMATION OF ENROLMENT**

Name of student: \_\_\_\_\_

Current school: \_\_\_\_\_ Parish: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ (H) \_\_\_\_\_ (Wk) Mobile: \_\_\_\_\_

We confirm acceptance of the offer to enrol our child \_\_\_\_\_

We have read the Conditions for Admission. We agree with the school's Vision statement and will support the school in working towards its objectives.

We recognise the importance of the following areas of school life and will strongly support the school in:

- the faith education of all children;
- the classroom programmes of learning as conducted by the classroom teacher;
- all formal school activities including; camps, sporting occasions, Thanksgiving/Graduation Mass night;
- the school's regulations as detailed in the Parent Information Handbook, codes of conduct, appearance and uniform standards;
- the fostering of a spirit of co-operation and community between parents, staff and students.

Parent or Guardian's signature \_\_\_\_\_

Parent or Guardian's signature \_\_\_\_\_

(Please print names below in block letters)

\_\_\_\_\_

\_\_\_\_\_

Please sign and return the form to school.



**ST JEROME'S SCHOOL  
MUNSTER**

**Draft**

**CONDITIONS FOR ADMISSION**

Your child is offered a place at St Jerome's School according to the following conditions:

1. St Jerome's School is a Catholic school. A condition for admission is that students and parents must accept the values underlying Catholic education, and that the student undertakes to participate fully in the faith practices and observances of the school.
2. In accordance with our enrolment policy students will be offered places in the following preferential order: baptised Catholics of the St Jerome's parish, siblings of baptised Catholics from the St Jerome's parish , Catholic children of other parishes and their siblings, then other Christian families.
3. When accepting a place at St Jerome's school, parents and students accept the obligation that the student will abide by the school's rules and standards of uniform, conduct, and behaviour.
4. In accepting a place at St Jerome's School, parents undertake to be supportive of the aims, programs and activities of the school and to participate in the functions organised from time to time for the whole school community.

***I / We have read and understand the Conditions for Admission into St Jerome's School.***

***I / We confirm that we accept the offer of a place for our child \_\_\_\_\_ into St Jerome's School.***

Parent or Guardian's signature \_\_\_\_\_

Parent or Guardian's signature \_\_\_\_\_

(Please print names below in block letters)

\_\_\_\_\_

Please sign and return to school



Draft

**ST JEROME'S SCHOOL  
MUNSTER**

**RENEWAL OF COMMITMENT**

Family Name: \_\_\_\_\_

Name of student: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ (H) \_\_\_\_\_ (Wk) Mobile: \_\_\_\_\_

We have read the Conditions for Admission into St Jerome's school. We agree with the school's Vision statement and will support the school in working towards its objectives.

We recognise the importance of the following areas of school life and will strongly support the school in them:

- the faith education of all children;
- the classroom programmes of learning as conducted by the classroom teacher;
- all formal school activities including; camps, sporting occasions, Thanksgiving/Graduation Mass night;
- the school's regulations as detailed in the Parent Information Handbook, codes of conduct, appearance and uniform standards;
- the fostering of a spirit of co-operation and community between parents, staff and students.

Parent or Guardian's signature \_\_\_\_\_

Parent or Guardian's signature \_\_\_\_\_

(Please print names below in block letters)

\_\_\_\_\_

Please sign and return to school

**PARISH PRIEST/FAMILY INTRODUCTION FORM**

Dear Parents

In accordance with the Catholic Education Commission of WA Policy Statement on Student Enrolment I have discussed with Fr Mathew the enrolment of families into St Jerome’s School. Fr Mathew invites you to make contact with him during the course of the first year of enrolment in St Jerome’s School. Please take with you the form below with your section completed. Father will complete the bottom section and return it to the school. Contact should be made with the Parish Secretary on Ph: 9418 1229 to make an appointment to meet the Parish Priest.

Helen O’Toole  
Principal

**To be completed by parent**

**To the Parish Priest at St Jerome’s Primary School**

**Name of Student:**.....

**Phone No:**.....

**Address:**.....

**Name of Mother/Guardian:** ..... **Name of Father/Guardian:** .....

**Current School:** .....

If Government school, does child attend out of school scripture classes in the Parish? **YES/NO**

In a Catholic school, the parish and the school work in close collaboration with parents in fostering the faith development of the students. How do you see yourselves as parents fitting into the life of your parish?

.....

**To be completed by Parish Priest**

**Please complete the information below in reference to the family information above.**

Q1. Is the family actively involved in the life of the Church? .....

Q2. Do you believe that parental attitudes towards the values, beliefs and practices of the Catholic Faith are such that the school and home would be able to work successfully in the areas of Faith Education?

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Q3. Are there any pastoral circumstances you consider need to be taken into account in the decision about this student's enrolment in our school?

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Q4. Any other comments by the priest.

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Signed: .....

**To the Parish Priest:** Please send or **fax** this completed form to: St Jerome's Primary School on Ph: 9434 1132

**Review History**

- Year 2008
- Year 2014

**Next Review**

Year	Person / Group Responsible
2016	Enrolment Officer /Principal