1. Rationale

Holy Cross College exists to further the mission of the Church in Western Australia. The Mandate of the Bishops requires the Catholic Education Commission of Western Australia (CECWA) to make Catholic school education available to all Catholic children as far as resources allow.

2. Principles

2.1 Holy Cross College exists to provide a distinctly Catholic education.

2.2 Holy Cross College recognises the uniqueness of each student.

2.3 Holy Cross College has a preferential option for the poor and marginalised.

2.4 Holy Cross College fulfils its mission in partnership with parents who are the first educators of their children.

2.5 Holy Cross College has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.

2.6 Holy Cross College shall accept all application forms for enrolment.

2.7 The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.

2.8 Enrolment in Holy Cross College is dependent on the availability of appropriate accommodation and compliance with legislative requirements.

2.9 Enrolment in Holy Cross College does not guarantee enrolment in any other Catholic school.

2.10 On enrolling their children parents undertake to support fully the Catholic ethos of the College. All students are expected to participate fully and to successfully complete the Religious Education programme
of the College and to participate in the various religious activities for example, school retreats, liturgies and College Masses.

3. Procedures

3.1 While an offer of a position is at the discretion of the Principal, the Principal takes into consideration the following criteria:

3.2 Priority is given to:
   a) applicants whose parents have demonstrated a concern for the religious development of their child.
   b) applicants who, in the estimation of the Principal, are likely to benefit most from enrolment at the College.

3.3 After consideration has been given to the criteria above, priority is accorded to applicants in the following order:

**JUNIOR SCHOOL**
   a) Catholic students from the Parish Parishes with a Parish Priest reference.
   b) Catholic students from other parishes with a Parish Priest reference.
   c) Other Catholic students.
   d) Siblings of non-Catholic students.
   e) Non-Catholic students from other Christian denominations.
   f) Other non-Catholic students.

**MIDDLE AND SENIOR SCHOOLS**
   a) Catholic students from Catholic Primary Schools with a Parish Priest reference.
   b) Catholic students from non-Catholic Primary Schools with a Parish Priest Reference.
   c) Other Catholic students from Catholic Primary Schools.
   d) Other Catholic students from non-Catholic Primary Schools.
   e) Siblings of non-Catholic students.
   f) Non-Catholic students from Catholic Primary Schools
   g) Non-Catholic students from other Christian denominations
   h) Other non-Catholic students

3.4 Aboriginal students will be given enrolment preference wherever possible or practicable.

3.5 Following consultation with the Director, the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.

3.6 The Catholic/Non-Catholic “Enrolment Percentage Parameters” approved by the Bishops of Western Australia will be referred to when enrolling students.
3.7 Enrolment may take place at any year level Kindergarten – Year 12 and will comply with government entry age requirements. A parent of a Kindergarten student may, in consultation with the Principal, defer the taking up of an offer of enrolment until the commencement of pre-primary.

3.8 Application Process

A College Prospectus containing information about the College and an Application for Admission form is available from the College Office. The completed Application for Admission Form with supporting documents should be submitted to the College Office with the required non-refundable application fee. The College will post out a letter of acknowledgement for receipt of the Application for Admission.

If a parent or guardian knowingly withholds material information relevant to the application/enrolment process then the Principal reserves the right to refuse or terminate enrolment on that ground.

Parents should understand that the College's acceptance of an Application for Admission does not guarantee a place, but simply includes the student’s name on a waiting list with other candidates in that year of entry. An interview is part of the process for enrolment.

3.9 Interview process

Following a review of the Application for Admission form and supporting documents applicants and their parents may be invited to an enrolment interview. For students entering the College in Year 7, this interview will generally take place during the year that the students are in Year 5. For students enrolling for Kindergarten this will generally take place at the beginning of the year before the student commences at the College. An offer of a place may be made and a non-refundable deposit will be required in order to secure a place. The payment will be deducted from the first term fee account in the first year of enrolment.

3.10 Notification

All interviewed applicants will be formally advised of the success or otherwise of their application.

3.11 Withdrawal/Termination of Enrolment

a) Withdrawal of Enrolment by Parents

The Fees and Charges Policy of the College requires parents to give ten weeks written notice in term time if their children are enrolled at the
College and will not be attending or returning to the College. Failure to give such written notice will result in a charge of one term’s fees in lieu of notice.

b) Termination of Enrolment by the College

If there is a serious breach of the Conditions of Enrolment a student’s enrolment at Holy Cross College may be terminated. Exclusion from the College for disciplinary reasons is deemed to be the last resort and is the prerogative of the Principal. Exclusion will be carried out in accordance with CECWA Policy.

3.12 Holy Cross College will adhere to CECWA Policy with regard to the management, storage, transfer and disclosure of confidential information.

3.13 When enrolling students in the three year old programme the College will use the following guidelines:

a) Students must have attained the age of 3

b) Enrolment into the program shall relate to participation in the program and not enrolment in the school. Formal application into the school occurs via the application into Kindergarten or subsequent year levels.

c) The following entry priorities shall be consulted for the programme:
   i. Catholic students from the Parish
   ii. Catholic students from outside the Parish
   iii. siblings of non-Catholic students
   iv. non-Catholic students from other Christian denominations
   v. other non-Catholic students
   vi. Aboriginal students shall be given enrolment preference wherever possible and practicable.

4. References

Holy Cross College Policy statement 2-C-12 School Fees: Setting and Collection