



Topic:	Student Enrolment Policy
CECWA Policy:	2-D5
Policy Area:	Inter-Relationships
Date Released:	2010
Date For Review:	2019

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. 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. Principles

- 3.1 Holy Cross College exists to provide a distinctly Catholic education.
- 3.2 Holy Cross College recognises the uniqueness of each student.
- 3.3 Holy Cross College promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
- 3.4 Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from Holy Cross College.
- 3.5 Aboriginal students shall be given enrolment preference wherever possible and practicable.
- 3.6 Holy Cross College fulfils its mission in partnership with parents who are the first educators of their children.
- 3.7 Holy Cross College has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
- 3.8 Holy Cross College shall accept all application forms for enrolment.
- 3.9 The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
- 3.10 Enrolment in Holy Cross College is dependent on the availability of appropriate accommodation and compliance with legislative requirements, including the Western Australian School Education Act 1999 and the Disability Standards in Education 2005.
- 3.11 Enrolment in Holy Cross College does not guarantee enrolment in any other Catholic school.
- 3.12 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.

4. Procedures

- 4.1 While an offer of a position is at the discretion of the Principal, the Principal takes into consideration the following criteria:
- 4.2 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
- 4.3 After consideration has been given to the criteria above, priority is accorded to applicants in the following order:

Junior School (Kindergarten to Year 6)

- i. Catholic students from the Parish with a Parish Priest reference.
- ii. Catholic students from other Parishes with a Parish Priest reference.
- iii. Other Catholic students.
- iv. Siblings of non-Catholic students.
- v. Non-Catholic students from other Christian denominations.
- vi. Other non-Catholic students.

Middle and Senior School (Year 7 to Year 12)

- i. Catholic students from Catholic Primary Schools with a Parish Priest reference.
- ii. Catholic students from non-Catholic Primary Schools with a Parish Priest Reference.
- iii. Other Catholic students from Catholic Primary Schools.
- iv. Other Catholic students from non-Catholic Primary Schools.
- v. Siblings of non-Catholic students.
- vi. Non-Catholic students from Catholic Primary Schools
- vii. Non-Catholic students from other Christian denominations
- viii. Other non-Catholic students

- 4.4 Following consultation with the Director, the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.
- 4.5 The Catholic/Non-Catholic "Enrolment Percentage Parameters" approved by the Bishops of Western Australia will be referred to when enrolling students.
- 4.6 Enrolment may take place at any year level from Kindergarten to 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.

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

APPLICATION PROCESS

The College Prospectus is available from the College Office and contains, as a minimum, the following information:

- Student Enrolment Policy;
- Expression of Interest for Enrolment Form;
- School Fees – Setting and Collections Policy;
- Current Fees and Charges; and
- Privacy Collection Notice.

The Expression of Interest for Enrolment Form is to be completed and submitted to the College Office together with the required non-refundable Application Fee.

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 Expression of Interest for Enrolment 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.

Enrolment Interview

Before an offer of a place is made, prospective students and their Parent(s)/Guardian(s) may be interviewed by the Principal or their delegate. For students entering the College in Year 7 this interview will generally take place 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.

If an interview is to take place then a Pre-Interview Student Details Form will be given to parents/guardians to complete and return with supporting documentation before an appointment time is made. The Pre-Interview form will detail the child's needs which may be discussed at the interview.

Following the interview a decision will be made by the Principal regarding the enrolment. All interviewed applicants will be formally advised of the success or otherwise of their application.

If an offer of a place is made a Letter of Acceptance and Enrolment Agreements forms are required to be completed and returned together with a non-refundable deposit which must be paid by the allocated date in order to secure a place. The payment will be deducted from the first term fee account in the first year of enrolment. Failure to accept the offer and pay the deposit in the allocated time will result in the offer being rescinded.

WITHDRAWAL/TERMINATION OF ENROLMENT

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. If there is any contemplation that you may be withdrawing your child but have not yet come to decision you are also encouraged to let the College know, in writing, to avoid payment for insufficient notice being received.

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.

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

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 programme shall relate to participation in the programme and not enrolment to the College. Formal application to the College occurs via 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

5. References

- School Fees: Setting and Collection Policy 2-C12
- Privacy Policy 2-D9