



Enrolment Procedure (Reviewed 2023)

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. (Bishops' Mandate, p. 50).

PRINCIPLES

- Catholic schools exist to provide a distinctly Catholic education for children enrolled in them.
- Catholic schools recognise the uniqueness of each student.
- Catholic schools promote justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
- Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from a Catholic school.
- Catholic schools fulfil their mission in partnership with parents who are the first educators of their children.
- Aboriginal students shall be given enrolment preference wherever possible and practicable.
- Schools are required to comply with the requirements of student enrolment in accordance with the Western Australian School Education Act 1999 and the Disability Standards in Education 2005.
- Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.

The enrolment priority at Santa Clara School is as follows:

1. Catholic students from the Parish.
2. Catholic students from outside the Parish.
3. Siblings of non-Catholic students.
4. Non-Catholic students from other Christian denominations.
5. Other Non-Catholic students.

Enrolment of non Catholic children shall be within the Catholic - non Catholic parameters as approved by the Director of Catholic Education in W.A.

PROCEDURES

- Completion of [Enrolment Application Form](#), which includes a Parish Priest Reference Form.
- Principal reviews Enrolment Application Form with reference to school criteria, including the Parish Priest reference form. This process includes consultation with the Parish Priest.
- Interview process (Parents/Guardians):
 - Beliefs and Practices of Santa Clara School
 - Parental Obligations
 - Code of Conduct
 - What constitutes a breach of enrolment
 - Student/s interviewed where appropriate.

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Before offering enrolment at Santa Clara 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:

- 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.
- Where the student has a disabling condition, disorder or significant health care needs, the Principal shall consult with the Students With Disabilities Team at the Catholic Education Western Australia to ensure that the school has the resource capacity to make adequate provision for the student's specific educational needs.

If the Principal determines that the school, after appropriate consultation, 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.

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 if it is still available.

Parents and caregivers can find out what year their children needs to start school by using the [school-age calculator](#).

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