

## ENROLMENT POLICY

*Year Drafted: 2014*  
*Year got review: 2017*

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- 1 The Catholic Education Commission strives to make Catholic schooling available to children where parents wish for them to be educated in an environment which has the Gospel values and a Catholic ethos as its basis. Parents seeking enrolment at Mother Teresa Catholic College should see this as the main reason for enrolment.
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  - a) Completion of an Application for Enrolment Form and acceptance of the application by the school does not guarantee a place at the School, nor does it guarantee an Enrolment interview.
  - b) Each Application for Enrolment will be considered individually.
- 3 The Principal reserves the right to enrol these students he/she selects, without giving reasons for selecting one applicant ahead of another.
- 4 Priority in selection is given to:
  - 1) *Catholic students from the Parish with a Parish Priest reference.*
  - 2) *Catholic students from outside the Parish with a Parish Priest reference.*
  - 3) *Other Catholic students.*
  - 4) *Siblings of non-Catholic students.*
  - 5) *Non-Catholic students from other Christian denominations.*
  - 6) *Other non-Catholic students.*
- 5 The Principal reserves the right to set class numbers in any year in order that class groupings operate as effectively as possible.
- 6 Parents of a selected applicant will be requested to attend an Enrolment interview with the Principal. An Enrolment interview does not guarantee a placement at the School.

### PROCEDURE FOR APPLICATION

- Application forms must be submitted for all children seeking enrolment in Mother Teresa Catholic College. These forms are available from the school office.
- A copy of each child's Baptismal Certificate, Birth Certificate and Immunization details must be attached to the application form when it is submitted.
- Kindergarten is the initial enrolling year for the school.
- For students to be eligible for Kindergarten they must turn four (4) before 30 June.

- It is understood that enrolment in Kindergarten guarantees enrolment for Pre-Primary to Year Seven.
- Applicants (Kindergarten only) will be invited to attend an interview (usually mid September) of the year receding enrolment.
- In the event that an applicant is advised they will be placed on a waitlist their position on the list will be maintained for 12 months. Written notification needs to be submitted annually in order to maintain the status of the application.
- The Application Fee of \$50.00 is non-refundable and is no guarantee that the student will be enrolled at Mother Teresa Catholic College.
- A copy of any parenting or custody court orders must be supplied with the application.
- Parents/Caregivers acknowledge that enrolment in Mother Teresa Catholic College is not a guarantee of enrolment in any other Catholic school.
- If Parents/Caregivers have knowingly withheld material information relevant to the application/enrolment process then the principal reserves the right to refuse or terminate enrolment on that ground.
- Parents/Caregivers must disclose any special educational needs, any particular medical, social and/or emotional conditions as well as health care requirements of the prospective student.
- Provide a copy of any Parenting or Restraint Order that applies to the prospective student.
- Provided the necessary visa documentation relating to an overseas student enrolment.
- fully understood and agree to the terms and conditions set out in the school fee collection policy (refer to CECWA Policy statement 2-C12 'School Fees: Setting and Collection')
- fully and truthfully completed the Application for Enrolment form

## INTERVIEW PROCESS

- Interviews are required for all children prior to confirmation of enrolment at Mother Teresa Catholic College.
- Parents/Caregivers will be notified of interview times by letter or phone.
- We invite the student being enrolled into the school to attend the interview.
- A letter from the Principal offering placement asking families to accept or reject offer.
- Parents/Caregivers are required to complete and sign the Mother Teresa Catholic College Enrolment Agreement form.

At the Interview the Principal will raise such matters as:

- The role of the school with the family;
- Behaviour management issues;
- Communication and Reporting procedures;
- Specialist teaching areas;
- Support programmes;
- The Religious Education programme of the school;
- Staffing matters;

- Consideration of parent expectations of the school;
  - Expected parental support;
  - Special needs of the child;
  - Timeline for processing applications;
  - What constitutes a breach of enrolment;
  - Whatever he/she determines relevant to gain an accurate assessment of the needs of the child and the school's suitability to meet those needs;
  - Catholic/non-Catholic parameters that may affect the enrolment of non-Catholic students.
  - Fees and methods of payment.
7. The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of the diocese will be referred to when enrolling students.
8. Before offering enrolment in a Catholic school, the capacity of the school to respond to specific educational needs of all its students will be determined. Therefore:
- 8.1 The Principal will ascertain if 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.
- 8.2 Where the student has a disabling condition, disorder or significant health care needs, the Principal will consult with the Students with disabilities Team at the Catholic Education Office to ensure the school has the capacity to make adequate provision for the student's specific educational needs.
- 8.3 If the principal determines that the school, after appropriate consultation as in 8.1 and 8.2 above, does not have the resources to respond to the student's educational needs, then the Parents/Caregivers may be referred to one of the Special Education Support Centres located in certain Catholic schools.
9. Parents/Caregivers of the students seeking enrolment are expected to support the Catholic policies and practices of the school. They must show an interest in the Christian values of the school and work with the teachers in helping their child achieve these values.
10. Parents/Caregivers fully understood and agree they accept that their child will participate in all required parts of the education program of the school
11. All Catholic children are expected to receive the Sacraments of Reconciliation, Eucharist and Confirmation in the appropriate years.
12. All children are expected to take part in religion lessons and religious liturgies.
13. Parents/Caregivers are expected to support the school financially by paying fees and also by becoming involved in the Parents & Friends Association and other school activities.