



## STUDENT ENROLMENT POLICY & PROCEDURES

### REVIEW HISTORY

Originally Written:	Reviewed by:		Revised:	Next Review:
2016	College Staff			2017

### RATIONALE

St John Bosco 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.

### PRINCIPLES

1. St John Bosco College exists to provide a distinctly Catholic education.
2. St John Bosco College recognises the uniqueness of each student.
3. St John Bosco College has a preferential option for the poor and marginalised.
4. St John Bosco College fulfills its mission in partnership with parents who are the first educators of their children.
5. St John Bosco College has a responsibility to fulfill the requirements of relevant Federal, State and Local Government laws and regulations.
6. St John Bosco College shall accept all applications for enrolment.
7. The acceptance of an application for enrolment form does not guarantee an enrolment interview or offer of enrolment.
8. Enrolment in St John Bosco College shall only be offered where the College has age appropriate accommodation and the requisite resources to respond to any specific needs of the student.
9. Enrolment in St John Bosco College does not guarantee enrolment in any other Catholic school.
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 program of the College and to participate in the various religious activities for example, retreats, liturgies and College Masses.

# PROCEDURES

## 1. Enrolment Priority

- 1.1. Catholic students from the Parish with a Parish Priest Reference
- 1.2. Catholic students from outside the Parish with a Parish Priest Reference
- 1.3. Other Catholic students
- 1.4. Siblings of non-Catholic students
- 1.5. Non-Catholic students from other Christian denominations
- 1.6. Other non-Catholic students

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

The Catholic/Non-Catholic “Enrolment Percentage Parameters” approved by the Bishops of Western Australia will be referred to when enrolling students.

## 2. Enrolment Process

An Application for Enrolment Form is available from Maggie Burton Administration Officer on telephone number 9234 9600 or email [admin@stjohnbosco.wa.edu.au](mailto:admin@stjohnbosco.wa.edu.au)

The completed Application for Enrolment Form with supporting documents should be submitted to the College Principal PO Box 4110, CANNING VALE EAST WA 6155 with the required non-refundable application fee of \$35.

Parents should understand that the College’s acceptance of an Application 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.

## 3. Interview process

Following a review of the Application for Enrolment form and supporting documents, applicants and their parents may be invited to an enrolment interview. An offer of a place may be made and a non-refundable enrolment deposit of \$200 will be required in order to secure a place. The payment will be credited to your College fees account.

Information will also be supplied about what constitutes a breach of enrolment and parental and students’ obligations.

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

Before offering enrolment at St John Bosco College it is important that the capacity of the College to respond to specific educational needs of all its students is determined. Therefore:

- the Principal will ascertain whether the student has any special educational needs which will require differential resourcing if schooling is to achieve educational outcomes appropriate to the students’ learning needs.
- where a student has a disabling condition, disorder or significant health care needs, the Principal will consult with the Students with disAbilities Team at Catholic Education WA to ensure that the College has the capacity to make adequate provision for the student’s specific educational needs.
- if the Principal determines that the College, after appropriate consultation as outlined above, does not have the resources to respond to the student’s educational needs then the parent/s or guardian/s may be referred to the Special Education Centres located in certain Catholic schools.

#### **4. Termination of Enrolment**

The Fees and Charges Policy of the College requires parents to give at least 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. This requirement also applies where an offer of a place has been accepted for new enrolment to the College as the place is reserved for that student until their commencement. Failure to give such written notice will result in a charge of one term's fees in lieu of notice.

5. If there is a serious breach of the Conditions of Enrolment a student's enrolment at St John Bosco 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.
6. St John Bosco College will adhere to CECWA Policy with regard to the management, storage and transfer of confidential information.