



Our Lady of Mt Carmel School Mullewa

STUDENT ENROLMENT POLICY

Originally released: 1997
Revised: 2006
Due for Review: 2008
Revised 2008:
Due for review: 2011

RATIONALE

Our Lady of Mt Carmel School, within the Catholic School System exist to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia to make Catholic school education available to all Catholic children, insofar as this is possible.

PRINCIPLES

1. Our Lady of Mt Carmel School recognises the uniqueness of each student.
2. Our Lady of Mt Carmel School has a preferential option for the poor and marginalised.
3. Our Lady of Mt Carmel School fulfils its mission in partnership with parents who are the first educators of their children.
4. Our Lady of Mt Carmel School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
5. Our Lady of Mt Carmel School shall accept all applications for enrolment.
6. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
7. Enrolment at Our Lady of Mt Carmel School shall be offered in consultation with the appropriate consultant to ensure we can provide the necessary resources to respond to any specific needs of the student.
8. Enrolment at Our Lady of Mt Carmel School does not guarantee enrolment in any other Catholic school.

PROCEDURES

1. The Principal with the assistance from Our Lady of Mt Carmel School Board is responsible for developing the enrolment policy.
2. The following enrolment priority will be followed when considering the application of enrolment to Our Lady of Mt Carmel School:
 - 2.1 Catholic students from the Parish.
 - 2.2 Catholic students from outside the Parish.
 - 2.3 Siblings of non-Catholic students.
 - 2.4 Non-Catholic students from other Christian denominations.
 - 2.5 Other non-Catholic students.

3. Parents interested in enrolling their children at Our Lady of Mt Carmel School are given the following information:
 - Letter of explanation.
 - Application for Enrolment
 - Standard Collection Notice
 - Pamphlet explaining the process for dealing with a dispute or complaint in a Catholic School.
 - **PARISH PRIEST REFERENCE FORM:** to be completed by parent, to be completed by parish priest.
4. On completion and receipt of the documentation, an appointment is made with the parents and the child, the timeline is dependant on individual circumstance.
5. During the interview the following will be discussed:
 - 5.1 Matters direct from Enrolment Form
 - Students individual needs – educational and medical requirements.
 - Students enrolling into Kindergarten must be toilet trained. The school accepts that toileting accidents happen during a school day, however repeated soiling or wetting will result in parents being asked to keep their child at home for a short period of time, to seek advice from Continence advisors and to try to rectify the issue. Upon returning to the classroom environment, the school will work in partnership with the parents to help implement any programs or practices set in place by health care advisors.
 - Emergency contact procedure/authorisation.
 - Agreement.
 - 5.2 School expectations and support from parents:
 - Catholic Ethos/RE programs.
 - Children’s masses.
 - Behaviour Management Policy.
 - Communication format
 - Fee Structure and payment options.
 - Medical Procedures.
 - School Board and P & F Association.
6. Breach of enrolment is considered when:
 - 6.1 Incorrect information is supplied which affects the school in carrying out its duty to provide for the needs of the child.
 - 6.2 Withholding information which affects the schools goals and aims to develop the child to his/her full potential.