ENROLMENT POLICY DOCUMENT

RATIONALE

Catholic schools exist to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission to make Catholic school education available to all Catholic children, insofar as this is possible.

Our Lady of Grace School is a diocesan owned school. The charism of the Sisters of the Holy Family of Nazareth, who owned the school from 1958 through to 2013, dictates that we enrol families rather than students. The school is committed to working collaboratively with families.

PRINCIPLE

1. Our Lady of Grace School, North Beach, recognises the uniqueness of each student.

2. Our Lady of Grace School has a preferential option for the poor and marginalised

3. Our Lady of Grace School acknowledges parents as the first educators of their children and strives to work in partnership with them.

4. Our Lady of Grace School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.

5. Our Lady of Grace will accept all applications for enrolment; however, the acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.

6. Enrolment at Our Lady of Grace School will only be offered where the school has age-appropriate accommodation and the requisite resources to respond to any specific needs of the student known at the time of enrolment.

7. Enrolment at Our Lady of Grace School does not guarantee enrolment in any other Catholic school.

8. The inability to pay school fees will never be the reason for the non-enrolment or exclusion of a child from Our Lady of Grace School.

PROCEDURES

1. Enrolment priority is given to:
   - Siblings of students already attending, or having attended Our Lady of Grace School (Please note that the Sisters of the Holy Family of Nazareth consider that they enrol the family not the child)
   - Children of Catholic families from Our Lady of Grace Parish with a Parish Priest reference
   - Children of Catholic families from other parishes with a Parish Priest reference
   - Other Catholic children
   - Non-Catholic families from other Christian denominations
   - Other non-Catholic students

2. Indigenous Australian students shall be given enrolment preference wherever possible and practicable.

3. Enrolments must comply with Government entry age requirements.

4. Upon request in person, by telephone, by mail, or by electronic means, a prospective family will be issued with an "Enrolment Package" containing, among other documents, an enrolment form, the school's Enrolment Policy and a current school fee schedule .

5. As a general principle, interviews for Kindergarten will be held during Term One in the year prior to that in which the child is to start school. Interviews for Pre Primary to Year Six will be held as soon as practicable after receipt of the completed enrolment form and required documentation. Interviews for Pre-Kindergarten places will be held in Term two of the year preceding the child's start in this program.

6. The interview will address, but not be restricted to, the following issues:
   - School Information
   - Reasons for application for enrolment at Our Lady Of Grace School.
   - Any relevant information, including special needs, from the Enrolment Form.
   - Parental expectations of the school.
   - School expectations of the parents (support, involvement, fees, uniform, curriculum, settlement of disputes etc)
   - Sighting of the child's:
     - Birth Certificate
     - Baptismal Certificate
     - Immunisation Records

7. Following the interview, the applicants will be prioritised, where necessary, according to the school's enrolment criteria.

8. Successful applicants will be:
   - Forwarded a letter of offer which is to be returned to the school.
   - Sent an account for a *Confirmation of Enrolment* fee

9. Unsuccessful applicants will be:
   - Notified by mail.
   - Offered the opportunity of remaining on a "Wait List"