



ST MARY'S PRIMARY SCHOOL ENROLMENT PROCEDURE

Sources of Authority	
CECWA Policy	Community
Executive Directive	Enrolment

PROCEDURES

- An offer of enrolment at the school is at the discretion of the Principal in line with CEWA's [Enrolment Executive Directive](#).
- On application for enrolling a child in any year level, parents must fill out an Application for Enrolment Form. Completion of this form does not guarantee a place at St Mary's Primary School.
- An interview with the Principal may be held following receipt of this form depending on vacancies of places in the school year level for which enrolment is sought.
- At least one parent and the child are expected to attend the enrolment interview. They must bring all relevant documentation that accompanies an enrolment application, namely:
 - Birth certificate
 - If your child is born overseas, a copy of the child's passport and Visa sub-class number
 - Baptism certificate (if applicable)
 - Australian Immunisation Register (AIR) history statement (must be current – i.e. no more than two months old)
 - Custodial/ court orders (if applicable)
 - Your child's last two school reports (if applicable)
 - Documentation detailing your child's individual needs (if applicable), e.g. medical reports, medication prescriptions, referrals to specialists, etc. **Note:** documentation detailing your child's individual needs is required to enable the Principal to determine if they can make reasonable adjustments to the delivery of the educational programme for your child. They are not used for the basis of refusing a place of enrolment at the school.
- After an enrolment interview, a Letter of Offer will be sent to parents. Parents must then complete the Student Enrolment Card to formally accept the offer of enrolment.
- Parents are expected to complete the enrolment application form to the best of their ability/ knowledge – if it can be demonstrated that relevant information has been withheld, especially in relation to parenting or custodial orders, then the enrolment may be refused or terminated on this ground.
- All information supplied during the enrolment process is handled in accordance with [CEWA's Statutory Privacy Policy](#) and the [CEWA Privacy Collection Notice](#).

Authorised by	Elizabeth Browner	Date:	12 September 2023
Effective Date:	12 September 2023	Next Review:	September 2024