

St Mary's Primary School

Enrolment Policy

Acceptance of children will be at the discretion of the Principal, in line with the “Student Enrolment Policy(1994)” issued by the Catholic Education Office of W.A. Enrolments must comply with Government entry age requirements. The following criteria for selection of students for admission to St Mary's Primary School will apply:

Criteria for Enrolment at St Mary's Primary School

- Catholic students from the Parish with a Parish Priest reference
- Catholic students from outside the Parish with a Parish Priest reference
- Other Catholic Students
- Siblings of non-Catholic students
- Non-Catholic students from other Christian denominations
- Other non-Catholic Students

Parents, on enrolment of their children in St Mary's Primary School must:

- (a) Be supportive of a full Catholic Education for their child.
- (b) Support the educational and spiritual programme of the school.
- (c) Pay school fees, except in cases of genuine hardship, where alternative arrangements may be made by appointment with the principal. Associated with the school fees is a Building Levy and Amenities Fee. Levies and associated fees are non-refundable.
- (d) Work cooperatively with and within the school.
- (e) Be actively involved in the life of the school.
- (f) Ensure their child attends school in correct and FULL school uniform, maintained in good repair, thus encouraging development of the school community pride and self-discipline.

ENROLMENT PROCEDURE

On application for enrolling a child in any year, parents will fill out an **Application for Enrolment** form. Completion of this form does not guarantee placement 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 group applied for, and the length of waiting lists for that year. After the interview a '**Letter of Offer**' will be sent to the parents /guardians informing them of the position. Parents/guardians will then be invited to complete the '**Student Enrolment Card**'.

At least one parent and the child (where possible) are expected to attend the interview, bringing relevant birth, baptismal, sacramental, educational and medical records. The school will retain a copy of these.

The result of the interview for placement of a child in St Mary's Primary School is at the discretion of the Principal who is responsible for implementing the school Enrolment Policy.