Enrolment Procedures

1. Purpose

The Enrolment Procedures outline the process for enrolment of students at Our Lady of Fatima School. Our Lady of Fatima School provides a distinctly Catholic education and fulfills this mission in partnership with parents, who are the first educators of their children. As part of Catholic Education Western Australia (CEWA), Our Lady of Fatima School recognises the uniqueness of each student and promotes justice for all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.

SOURCES OF AUTHORITY	
CECWA Policy	Community Policy
Executive Directive	Enrolment

2. Scope

These procedures apply to all prospective and existing families within the Our Lady of Fatima School community. Financial grounds must never be the reason for the non-enrolment in or exclusion of any child from a CEWA school.

3. Procedures

Kindergarten to Year Six Enrolment Priorities:

- The Principal must adopt the enrolment priorities for all students:
    - 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

Kindergarten to Year Six Enrolment Process:

- Prospective or existing families can obtain Our Lady of Fatima School's enrolment application form by contacting the school administration or from the school website. The Principal must accept all application forms for enrolment. On the application for admission, parents and/or guardians will be provided with the school's fee schedule.
- Our Lady of Fatima School charges a $35 application fee, which is payable upon submission of the enrolment application form and is non-refundable.
- The acceptance of an enrolment application form does not guarantee an enrolment interview or subsequent offer of enrolment.

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- In order to process an application, families will be requested to provide a copy of the student's baptism certificate (if Catholic/ Christian) and immunisation statement issued by the Australian Immunisation Register.
- Before an offer of a place is made, prospective students and their parent(s) or guardian(s) must be interviewed by the Principal or a member of the School Leadership Team.
- If the parents are offered an interview, then a Student Information Form is to be given to the guardian/parents to complete and submitted with other supporting documentation at or prior to the interview. This form may be discussed at the interview. The identification of additional support needs will not affect the enrolment decision; however, a full discussion is encouraged to enhance Our Lady of Fatima School's ability to plan and support their child.
- Following the interview, the family must be informed of the enrolment decision and the reasons for the decision should an enrolment not be offered by the school.
- If enrolment is offered, an enrolment deposit of $250 is charged and will be refunded off the account of the parent/guardian(s) in the first semester of the year of enrolment. Enrolment deposits for students who do not commence at the school are non-refundable.

Three-Year Old Educational Program:

- To enrol in the Pre-Kindergarten program at Our Lady of Fatima School, students must have attained the age of three.
- Enrolment in the program must relate to participation in the program and not enrolment into the school. Formal enrolment into the school occurs via an application at the time of seeking enrolment into kindergarten or subsequent year levels.
- An application form is available from the school administration or via the school website.
- The entry priorities for the three-year old program are the same as the enrolment priorities identified above.
- If enrolment in the three-year old program is offered, an enrolment deposit of $100 is charged and will be refunded off the account of the parent/guardian(s) in the first semester of the year of enrolment. Enrolment deposits for students who do not commence at the school are non-refundable.

Authorised by	Jacinta Petersen	Signature	JPet
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