

**ST MATTHEW'S SCHOOL
NARROGIN**



**STUDENT ENROLMENT
POLICY**

VISION STATEMENT

St Matthew's School enables children to strive to reach their full potential, as God intends, by fostering concern for self, others, the environment and their relationship with God.

**Developed 2009
Reviewed 2012
Review 2015**



St Matthew's School

Student Enrolment Policy

RATIONALE

St Matthew's school exists to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of WA to make Catholic school education available to all Catholic children, insofar as this is possible.

St Matthew's School is a Catholic School and not a private School. Subsequently it exists to serve Catholic families within our community and a percentage of families as determined by Catholic Education Office of Western Australia who wish to embrace the ethos of a Catholic education.

PRINCIPLES

1. St Matthew's School recognizes the uniqueness of each student.
2. St Matthew's School has a preferential option for the poor and marginalized.
3. St Matthew's School fulfils its mission in partnership with parents and recognizes that parents are the first educators of their children.
4. St Matthew's School has a responsibility to fulfill the requirements of all Federal, State and Local Government laws and legislations.
5. St Matthew's School will 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 St Matthew's School shall only be offered where there is age appropriate accommodation and the requisite resources to respond to any specific needs of the student.
8. Enrolment at St Matthew's School does not guarantee enrolment at any other Catholic school.
9. Enrolment of a non Catholic student does not automatically ensure enrolment of subsequent siblings.

PROCEDURES

1. Procedure for Application

Secretary or Principal to give to Parents or Guardian:

- i. Students Details Enrolment Form - do not confirm enrolment (copy of forms attached)
- ii. R.E. Booklet (when new one becomes available from CEO)
- iii. Parent Handbook (containing Fee schedule, Policies, School times, Uniform requirements and other information)
- iv. Book List
- v. Canteen Menu

Photocopy and return Baptism and Birth Certificate (if Kindergarten or Pre-primary). Photocopy immunization Card.

If the child is non-Catholic then the “Enrolment Percentage Parameters”, for St Matthew’s, needs to be referred to before enrolment takes place.
At this time it is 67% Catholic 33% non-Catholic

Arrange appointment with Principal.
Tour of school if applicable

2. Interview Process (Child to be present prior to confirmation of enrolment)

Discussion points:

- Catholic Ethos – school traditions
- Sacraments
- About Catholic Schools
- Sacraments
- School Fees/Levies
- School/Family Partnership
- CECWA / School Policies
- Dispute Resolution
- School Board
- Parents & Friends

Following Interview:

- Tour of school (if not already done)
- Confirm enrolment and start date – by phone and/or letter
- Adjust enrolment numbers

3. School Enrolment Criteria

- i. Catholic students from the St Matthew’s Parish
- ii. Catholic children from outside the Parish
- iii. Siblings of non-Catholic students already enrolled
- iv. Non-Catholic students from other Christian denominations
- v. Other non-Catholic students

4. School’s Schedule of Fees and Payment policy

St Matthew’s School Board sets school fees. At the Annual General Meeting of the School Board, held in February, the Treasurer announces any change in fees for the following year and the schedule is then published in the next School Newsletter.

The Fees schedule includes:

- Annual fees for education – inclusive of costs for 2 incursions per year (such as puppet theatre/musical theatre etc) and 1 excursion.
- Amenities fee for Art/Craft and transport
- Building Levy (per family) to help service capital debts
- Book Hire Fee

Fees are sent out at the beginning of each term and are to be paid in one of the following ways:

- One annual payment
- Four times a year (one per term)
- By special arrangements with the Principal (on a weekly or fortnightly basis and may be reduced in extenuating circumstances)

Note: No Catholic family will be denied a Catholic education for their child/run due to financial difficulty.

5. Timeline for Processing

At St Matthew's Narrogin, Kindergarten applications will be taken at all times. Interviews will be scheduled early in Term 3 of the year before and written notification of acceptances sent out as soon as all interviews have taken place.

Other applications will be taken and interviewed as per Interview Criteria as soon as a place becomes available. The Interview process will follow that outlined in this document.

6. Breach of Enrolment

If a parent or guardian knowingly withholds information relevant to the application/enrolment process then the Principal reserves the right to refuse or terminate enrolment on that ground.

7. Parental Obligations

Parents are responsible for supplying information, to the best of their knowledge, in relationship to the prospective students in the following areas:

- Any special needs or requirements
- Any particular medical conditions and/or health requirements
- Parental or Restraint Order
- Fully completed the enrolment form