



Enrolment Policy

Kolbe Catholic College – Community

Version 1

3 March 2015

RATIONALE

Kolbe Catholic College exists to further the mission of the Church. In Western Australia, the Mandate of the bishops requires the Catholic Education Commission of Western Australia to make Catholic school education available to all Catholic children, as far as resources allow (Mandate page 50).

PRINCIPLES

1. Kolbe Catholic College exists to provide distinctly Catholic education for all enrolled students.
2. Kolbe Catholic College recognises the uniqueness of each student.
3. Kolbe Catholic College has a preferential option for the poor and marginalised.
4. Kolbe Catholic College fulfills its mission in partnership with parents who are the first educators of their children.
5. Kolbe Catholic College has a responsibility to fulfill the requirements of Federal, State and Local Government Laws and regulations.
6. Kolbe Catholic College will accept all application forms for enrolment.
7. The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
8. Enrolment at Kolbe Catholic College is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
9. Enrolment at Kolbe Catholic College does not guarantee enrolment in any other Catholic school.
10. The Principal, in conjunction with the College Board, is responsible for developing the College's enrolment policy.

PROCEDURES

1. Applications may be lodged at any time, but making early applications increase the likelihood of securing a place. In order to secure an application for admission, families are asked to submit, at their earliest convenience, the 'Expression of Interest for Enrolment' form, a non-refundable Administration Fee of \$50 and a photocopy of their child's:
 - Birth Certificate
 - Visa or Citizenship if the child is born outside of Australia
 - Baptism Certificate (include documentation of further sacraments, if applicable)
 - Most recent School Reports
 - Completed form from the family's Parish Priest/Reverend

The administration fee is non-refundable and does not guarantee enrolment. Parents may also include further information in support of this application, such as special interests, achievements, awards and references. The Enrolment Policy does allow preference to be given to children of families who are able to demonstrate an active association with a Church in their Parish.

2. At the discretion of the Principal, the following criteria will be used to select those students for whom an offer of enrolment is made:

- Catholic students from Catholic Primary School with a Parish Priest reference
- Catholic students from non-Catholic Primary Schools with a Parish Priest reference
- Other Catholic students from Catholic Primary Schools
- Other Catholic students from non-Catholic Primary Schools
- Students with siblings currently enrolled and whose families are supportive of the College
- Non-Catholic students from Catholic Primary Schools
- Non-Catholic students of other Christian denominations whose families are active members of their particular Church Community
- Students whose families indicate a genuine support of Christian principles, and who are prepared to accept and give positive support to the Christian ethos of the College
- Students whose families signal their interest and intention by lodging an early application with the College
- Aboriginal students shall be given enrolment preference wherever possible and practicable.

Every effort will be made to accept the children of former students of the College, given the guiding principles of the Enrolment Policy.

The Principal may vary the above priorities to suit particular local circumstances, prevailing at the time after prior consultation with the Executive Director of Catholic Education and written confirmation of the outcome.

3. Fundamental to Enrolment is:

- A student who is keen to maximise the opportunities offered
- A family who is keen to support the policies and the ethos of the school in the education of their child

4. Enrolments are dependant upon vacancies and the following conditions:

- Families complete an Expression of Interest for Enrolment Form and provide this, a reference from a Parish Priest to the College and pay a non-refundable application fee of \$50.00.
- Due dates for applications are adhered to, particularly for Year 7 entry.
- Acceptance and participation in the Religious Education lessons and the religious practices of the College.
- Student and parents attend an interview with the Principal or delegate
- The signature of parents on the Enrolment Form is taken as acceptance of school policies, such as payment of fees, school regulations, parental involvement, and students meeting attendance and academic requirements of the College.
- Payment of the Admission Fee of \$750. It is a condition of enrolment that one full term's notice should be given in writing to the Principal by the parent/guardian, prior to the withdrawal of a student. In default of such notice, one quarter of the annual fee (one term's fee) will be payable.

5. The College applies the policies as outlined by the Catholic Education WA with regard to students with disabilities, the gifted and talented and Indigenous Australians.

RESPONSIBILITY

Staff Affected	
Monitoring Staff	

REFERENCES

Catholic Education Commission of Western Australia: Policy Statement 2-D5 Revised 2014.