



Topic	Student Enrolment
Policy Area:	Community
Originally Released	2011
Reviewed	2016
Date for Review	2021

### 1. Rationale;

Birlirr Ngawiyiwu Catholic School Ringer Soak exists to further the mission of the Church in bringing the Word of God to all people. As a Catholic School operating within the Kimberly Diocese, we support the Mandate of the Bishops of Western Australia, which requires the Catholic Education Commission of Western Australia (CECWA) to make Catholic school education available to all Catholic families who wish their children to receive one, as far as resources within the school allow.

### 2. Scope

This policy applies to Birlirr Ngawiyiwu Catholic School Ringer Soak(BNCS)

### 3. Principles:

1. Catholic schools exist to provide a distinctly Catholic education for children enrolled in them.
2. Catholic schools recognise the uniqueness of each student.
3. Catholic schools have a preferential option for the poor and marginalised.
4. Catholic schools fulfil their mission in partnership with parents who are the first educators of their children.
5. Catholic schools have a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
6. Catholic schools shall 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 in a Catholic school is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
9. Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.
10. The principal, in conjunction with the School Board, is responsible for developing the school's enrolment policy.

#### **4. Guidelines:**

1. Each school shall have a written enrolment policy consistent with the principles and procedures detailed in the CECWA policy statement. The enrolment policy shall be publicly available.
2. The enrolment policy shall provide for the following enrolment priority for all students:
  1. Birlirr Ngawiyiwu is a remote aboriginal community, all appropriately aged aboriginal children will be given preference
  2. Catholic students and subsequent siblings with a Parish Priest reference
  3. Other Catholic students and subsequent siblings
  4. Non-Catholic students and subsequent siblings

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. Enrolments must comply with Government entry age requirements.
4. The admission of students from overseas is dependent upon the guidelines as prescribed by the CECWA from time to time.

#### **5. Enrolment Procedures – Primary School**

1. Parents/Caregivers interested in enrolling their child at Birlirr Ngawiyiwu are required to complete:
  - a) Birlirr Ngawiyiwu Enrolment Application Form
  - b) Parish Reference (where applicable)
  - c) Government Data Collection Form

These forms are available from the School.

2. The completed forms, together with relevant paperwork, such as:
  - a) copies of immunisation records
  - b) birth certificate
  - c) sacramental certificates
  - d) passport/residency details
  - e) “Residence, Contact or Specific Orders”: information relating to the parentage of their child
  - f) copies of school academic reports
  - g) copies of any other relevant medical / developmental reports

must be returned to the office / help can be offered to assist with completion.

3. Upon receiving a completed Enrolment Application Form an appropriate interview time will be arranged to meet with the Principal to discuss:
  - a) The ethos and expectations of the school

- b) Parental obligations in terms of supporting the school , in particular, regular attendance
- c) Various policies in effect such as “No Hat-No Play”, behaviour management policy etc
- d) Other initiatives that may be in place from time to time

## 8. References

Catholic Education Commission of Western Australia Policy statement 2-C12  
 ‘School Fees: Setting and Collection’

## 9. Review History

Year of Review	Reviewed By	Amendments/Review
2011	School Board	Originally released
2016	School Board	Reviewed and reformatted
2015		Reviewed and reformatted

## 10. Next Review

Year	Party Responsible
2021	School Board