



# SACRED HEART CATHOLIC SCHOOL HIGHGATE

## ENROLMENT POLICY

Original Release 2002

Review 2006

Due for Review 2012

### Rationale

Sacred Heart Catholic School seeks to further the mission of the Church. As required by the Mandate of the Bishops to the Catholic Education Commission of WA Sacred Heart Catholic School will endeavour to make Catholic education available to all Catholic children, insofar as this is possible.

### Principles

1. Sacred Heart Catholic School recognises the uniqueness of each child.
2. Sacred Heart Catholic School will have a preferential option for the poor and marginalised.
3. Sacred Heart Catholic School will fulfil its mission in partnership with parents who are the first educators of their children.
4. Sacred Heart Catholic School has a responsibility to fulfil the requirements of the Catholic Education Commission of WA and relevant Federal, State and Local Government laws and regulations.
5. Sacred Heart Catholic School shall accept all Enrolment Applications.
6. The acceptance of an Enrolment Application does not guarantee an enrolment interview or offer of enrolment.
7. Enrolment at Sacred Heart Catholic School shall only be offered where the school has age-appropriate accommodation and the requisite resources to respond to any specific needs of the student at the discretion of the Principal.
8. Enrolment at Sacred Heart Catholic School does not guarantee enrolment in any other Catholic School, especially Secondary Catholic Colleges.
9. Sacred Heart Catholic School enrolment priority is as follows:
  - 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

### Procedures

1. All applicants are asked to complete an Enrolment Application and place a \$50 application fee.
2. Applicants are required to confirm their acceptance of the offer of a position by payment of a non-refundable Enrolment Deposit fee of \$100 within 7 days of the offer. This will be deducted from school fees the year the student commences.  
Prospective students and both parents are required to attend the enrolment interview.
3. Withdrawals require one terms written notice. The School Principal reserves the right to charge a term fee in lieu of one terms notice of withdrawal.
4. Parents will be required to attend an information meeting prior to the commencement of the year of admission.
5. Offers of Enrolment are at the discretion of the School Principal.