



STUDENT ENROLMENT POLICY

Originally Released:	2005
Revised:	2006
Revised:	2009
Revised:	2010
Revised:	2012
Revised:	2016
Due for Review:	2019

Rationale:

Catholic schools exist to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia (CECWA) to advance the Church's purpose for Catholic schools, while embodying the Church's preferential option for the poor and disadvantaged, by making available a Catholic school education for all Catholic children, insofar as this is possible. (Bishops' Mandate, p. 50). Parents are the prime educators of their children and the role of the school is one of support.

“The Catholic School tries to create within its walls a climate in which pupils' Faith will gradually mature and enable them to assume the responsibility placed on them by Baptism.”
(The Catholic School 1977, Art, 47)

Procedures for Application (Kindergarten - Year6):

Student places for enrolment are advertised to the community in the preceding year of school intake.

The following priorities are given to enrolment applications:

1. Catholic students from the parish with a Parish Priest reference
2. Catholic students from outside the parish with a Parish Priest reference
3. other Catholic students
4. siblings of non-Catholic students
5. non-Catholic students from other Christian denominations
6. other non-Catholic students.

Enrolment Criteria

The enrolment process will constitute three parts.

- a) Application Form
- b) Pre-Interview Student Details Form
- c) Enrolment Interview

Application Form

Applications are sought through the submission of the Good Shepherd Catholic School Student Enrolment application form. This form is made available to the community through the school office in the form of an Enrolment Package which includes current information for parents regarding the school's schedule of fees and payment policy.

An application form needs to be completed for each child seeking a place at Good Shepherd Catholic Primary School.

A \$50 non-refundable application fee is charged per student and made payable on submission.

Pre-Interview Student Details Form

If the parent is offered an interview, then a Pre-interview Student Details Form is to be given to the guardian/parents to complete and submitted with school reports, immunization records to ascertain any special educational, medical, social and emotional needs of the student, prior to the interview

An interview time is issued on receipt of the completed Pre-Interview Student Details Form.

Enrolment Interview

Parents and child are required to attend an interview with the Principal or member of the Leadership team before a place is offered for the child.

The Pre-interview Student Details Form detailing the child's needs may be discussed at the interview.

The principal gives due consideration to educational adjustments required for the child and by the school community.

A decision is made by the principal regarding enrolment.

The family is informed of the enrolment decision. A formal letter of offer is issued if appropriate and the reasons for the decision should an enrolment not be offered by the school.

By accepting the offer of place for enrolment parents agree to and support their child to abide by the school's policies, procedures, and code of conduct.

Fee structure and application requirements vary for enrolment of overseas students.

Information collected in the enrolment process is subject to the school's Management of Confidential Information Policy and Privacy Policy.

Procedures for Application (Three-Year-old Kindergarten Program):

When enrolling children in the Three-Year-old Educational Program:

- Children shall have attained the age of three.
- Entry into the program relates 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.

Compliance with the requirements of the Western Australian School Education Act 1999 for education.

Enrolments must comply with Government entry age requirements.

Enrolment may take place at any year level, Kindergarten to Year 6.

A parent of a child eligible for Kindergarten may, in consultation with the principal, defer the taking up of an offer of enrolment into the school until the commencement of Pre-primary.

Compliance with the requirements of the Disability Standards in Education 2005

The Enrolment Application Form should be free of disability details.

The Pre-interview Student Details Form detailing the child's needs may be discussed at the interview.



SCHEDULE OF FEES AND CHARGES **2017**

APPLICATION FEE:

This is a non-refundable payment of \$50 (including GST)

ACCEPTANCE FEE:

A \$100.00 non-refundable payment is required on acceptance of an enrolment. This fee is deducted off the first Fee Statement.

ANNUAL COMPOSITE FEE

Pre-Kindergarten (3yr old):	\$65 per session
Kindergarten:	\$1,339.00
Pre-primary – Year 6:	\$2,126.00

This is made up as follows:

1. **Tuition Fee:** **Approximately 60% of Total Composite Fee**

- Equipment and teaching aids, maintenance of equipment and power required to make equipment operable
- Handouts, programs, worksheets, test or examination papers
- Materials used in specialist classes
- Religious education resources
- Additional support specialists

2. **Amenities and Levies:** **Approximately 40% of Total Composite Fee**

- Technology costs – including printing, student downloads and license costs
- Administrative services
- All information handbooks
- School Bus Travel
- Excursions, incursions
- Competition fees
- Insurance coverage 24hour/365 days
- Subject costs
- Photocopying
- Swimming
- Sacramental resources

ADDITIONAL ANNUAL FEES

The following fees are in addition to the Annual Composite Fee:

Building Levy

The fee is a contribution for the year per family and is shown on the account as a separate item, but is included in the full annual fee amounts.

\$249.00 (primary)

\$160.00 (kindy only)

Contributions will go towards expenditure on capital improvements and maintenance, as well as installing and maintaining fixtures. This figure is determined by the Catholic Education Office.

Parent Group Levy

The fee is a contribution for the year per family and is shown on the account as a separate item, but is included in the full annual fee amounts.

\$85.00 (primary)

\$50.00 (kindy only)

Contributions will go towards equipment and improvements that will benefit the students. It is important that all parents contribute towards projects in the school.

Chromebook Levy

A Chromebook Levy of **\$320.00** is applicable to all Year 3 to Year 6 Students.

Booklist Fee

A booklist fee replaces the need for parents to purchase stationery items individually.

Kindy and Pre-Primary the fee is \$70.00

Year 1 to Year 6 the fee is \$120.00

Year 6 Camp

The cost of camp has been somewhat built into the school fees but a supplementary amount needs to be paid. For 2017 this will be **\$145.00**.

Graduation Levy

A Graduation Levy of **\$44.00** is applicable for all Year 6 students.

DISCOUNTS FOR SIBLINGS

The following discounts on **Tuition Fees** will apply:

20% per year for the second child

40% per year for the third child

Note: Where four children are enrolled from the same family, NO tuition fee will apply to the fourth child.

ASSISTANCE WITH FEES

No Catholic student is excluded from this school because of the inability of his or her parents to pay the full annual fee. However, parents are expected to contribute to the best of their ability. The following fee assistance may apply:

- **CONCESSIONS:** The School Board is sympathetic towards parents with genuine needs who require financial assistance. Parents seeking a concession should contact the Bursar. All concessions are re-negotiated on an annual basis.
- **HEALTH CARE CARD:** In accordance with Catholic Education Commission policy the school provides considerable assistance with tuition fees. A discount is given to the tuition fee component of the composite fee. A current Health Care Card must be presented to the school for this to apply. This applies to new HCC holders as well as existing cardholders.

PAYMENT OPTIONS

The following payment options are available for payment of school fees:

1. Pre-Kindergarten (3Yr Old)
 - (i) Four instalments for Term 1, 2, 3 and 4
This is payable within the first two weeks of each term.

2. Kindergarten to Year 6

Payment options are:

- (i) One annual payment
If the total annual fee is paid by 3 March, 2017 a discount of 5% will apply to the **tuition component only** of the annual fees, please see the bursar for total amount.
- (ii) Three instalments payable on or before the following dates:
 - 1st instalment 3 March, 2017
 - 2nd instalment 5 May, 2017
 - 3rd instalment 28 July, 2017
- (iii) Direct Debit
A payment plan can be set up via direct for payment of fees weekly, fortnightly, quarterly or annually. Please see the bursar to arrange a plan and fill in the forms.
- (iv) By special arrangement with the School Bursar or Principal, re-negotiated annually.

The school provides many alternatives for the payment of fees which include Direct Debit, Credit Card (Visa and Mastercard only) and BPay. The school does not charge any fees for the use of credit cards.

ADDITIONAL INFORMATION

INSURANCE

Accidents, which require medical treatment, occur from time to time. Under State Law not all medical costs can be covered by the school insurances; for example, rebates paid by HBF, Medibank and Medicare. By law, any gap is not claimable under this insurance; also non-medicare items are limited to school activities.

Our students are covered with Catholic Church Insurances for a standard 24 hour day, 365 day of the year policy. Parents may wish to take out additional cover for a very small yearly premium, which may offset some of the additional costs associated with injuries.

As the school requires student participation in the Sports, Physical Education programs and camps, adequate insurance cover has been included in the schools general insurance policies to cover major accidents and public liability, while students are involved in school organized activities.

NOTICE OF WITHDRAWAL

Parents are required to give a **full term** notice in writing if they intend to withdraw their son or daughter from the school during the course of the school year. Please note that in the event of failure to advise the school of withdrawal a full term fee may apply.

FURTHER INFORMATION

The payment of school fees forms part of the Offer and Acceptance contract signed by parents when a student is enrolled at Good Shepherd Catholic Primary School. Parents seeking further information should contact the School Bursar.