



## ENROLMENT POLICY

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*A Marist School is a centre of learning, of life, and of evangelising. As a school, it leads students “to learn to know, to be competent, to live together, and most especially, to grow as persons”. As a Catholic school, it is a community setting in which faith, hope and love are lived and communicated, and in which students are progressively initiated into their life-long challenge of harmonising faith, culture and life. As a Catholic school in the Marist tradition, it adopts Marcellin’s approach to educating children and youth, in the way of Mary.*

*(In the Footsteps of Marcellin Champagnat #126)*

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### 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 to make Catholic school education available to all Catholic children, as far as resources allow (Mandate page 50).

Newman College is one means by which the dynamic spirit and vision of St Marcellin Champagnat can be used to bring hope and the messages of the love of Jesus to young lives within our time and place. *(In the Footsteps of Marcellin Champagnat #1)*

### Scope

Pre Kindergarten – Year 12.

### Principles

- i. Newman College exists to provide a distinctly Catholic and Marist education for children enrolled.
- ii. Newman College recognises the uniqueness of each student.
- iii. Newman College has a preferential option for the poor and marginalised.
- iv. Newman College fulfils its mission in partnership with parents who are the first educators of their children.
- v. Newman College has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
- vi. Newman College accepts all applications for enrolment.
- vii. The acceptance of an application does not guarantee an enrolment interview or subsequent offer of enrolment.
- viii. Enrolment in Newman College is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
- ix. Aboriginal and Torres Strait Islander students shall be given enrolment preference wherever possible and practicable.

## Procedures

### 1. General Guidelines

Newman College is committed to the education and development of young people and, in particular, to their full human formation.

Parents are expected to support the general aims and policies of the College and to actively assist in their implementation.

Parents are expected to actively participate in those functions and services organised for the College community and in those functions specific to the educational program of their son/daughter.

Students and their parents are expected to openly support the College programs and are expected to develop an understanding of their particular responsibilities as they progress through the College.

The signing of the Conditions of Enrolment form by the parents and the student (Year 7 and above) is a statement of commitment to and support of the purposes and nature of the College.

### 2. Enrolment Criteria

Catholic students with a reference from Parish Priest:

- whose siblings are currently enrolled or have been enrolled previously in Newman College
- whose parent/s are alumni
- from surrounding Catholic schools
- from Catholic parishes (for Kindergarten enrolment)
- from other Catholic schools, both local, interstate and international
- who attend schools other than Catholic

Non-Catholic Students with a reference from a relevant ordained faith leader:

- whose parent/s are alumni
- whose siblings are currently enrolled or have been enrolled previously in Newman College
- from surrounding Catholic schools
- from other Christian denominations including those of the Orthodox tradition
- from other Catholic schools, both local, interstate and international
- from schools other than Catholic

Updates to the **Public Health Act 2016** and **School Education Act 1999** state that to enrol a child in Kindergarten and Pre-Kindergarten programs, parents/carers must provide:

- an Australian Immunisation Register (AIR) Immunisation History Statement, no more than two months old, with a status of Up to Date; or
- an AIR Immunisation History Form, no more than six months old, if the child is on a catchup schedule; or
- a valid immunisation certificate issued or declared by the Chief Health Officer

As a Catholic School educating in the Marist tradition, priority is given to children who are baptised Catholic. However, applications from families with no religious affiliation are welcome and will be considered should sufficient places be available.

Offering of and continuing to offer an enrolment place for any student is always at the discretion of the Principal of Newman College.

If the Principal believes that the mutually beneficial relationship of trust and confidence between a parent or guardian and the College has broken down to the extent that there has been an adverse impact on that relationship, the Principal may require the parent or guardian to remove their child or children from the College and the enrolment will be discontinued.

### 3. Process for Enrolment

	<b>Pre Kindergarten and Kindergarten</b>	<b>Year 7</b>	<b>Years other than K and 7</b>
a.	Applications are called for on the Newman College website and in notices placed at the Early Childhood Campus. Places are offered 18 months prior to enrolment. (Pre Kindergarten enrolment takes place at the same time as Kindergarten.)	The call for Year 7 Enrolment Applications (directed at current Year 4 students) will be advertised in the local community newspapers, parish newsletters, local Catholic primary school newsletters and the Newman College website. These advertisements will provide details of an Enrolment Information Evening, Tour dates and closing date for applications	
b.	Families are required to submit a completed Application for Enrolment Form (including the required supporting documentation and Application Fee).	Families are required to submit a completed Application for Enrolment Form (including the required supporting documentation and Application Fee) by the advertised closing date. The enrolment process for Year 7 is conducted during Terms 1 and 2 three years prior to entry.	Families are required to submit a completed Application for Enrolment Form (including the required supporting documentation and Application Fee)
c.	Applicants may be contacted to organise an interview with the Head of Primary	Applicants will be contacted to organise an interview with a Member of the College's Leadership Team	Applicants may be contacted to organise an interview with the Principal or delegate.
d.	All applicants will be formally advised about the success, or otherwise, of their applications.		
e.	Following the offer of a position, a non-refundable deposit is required (for students other than siblings) in order to secure the place. This payment will be deducted from the fee account in the first year of enrolment.		



Students are enrolled provided that, in the opinion of the Principal, they can benefit from the College programs. It is also understood that students are expected to contribute to the spiritual, academic, cultural, sporting and general life of the College.

#### “Holding” Places

Unfortunately, it is not possible for the College to ‘hold’ places for students whose families are leaving the area for definite or indefinite periods of time.

The Principal may vary the above priorities to suit particular local circumstances prevailing at the time.

#### **Associated Documentation**

- CECWA Student Enrolment
- CECWA Dispute and Complaint Resolution