



ST ANDREW'S  
Catholic Primary School

## **ST. ANDREW'S CATHOLIC PRIMARY SCHOOL ENROLMENT POLICY**

1. Interested parents are requested to complete and forward to the school office an “**Application for Enrolment**” form. (Completing this form **does not** guarantee an interview or enrolment into the school).
2. Applications for enrolment can be submitted at any time / age. (Applications may be considered in order of receipt, as early as possible is preferred).
3. Each application for enrolment will be considered individually.
4. The Principal reserves the right to enrol those students that he selects, without giving reasons for selecting one applicant ahead of another.
5. Preference is given to the children of Practising Catholic Families. Enrolment priorities are as follows:
  - Catholic Students from the Parish with a Parish priest reference. (includes Catholic siblings already within the school with a 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.
6. Special consideration is given to applicants who are younger brothers and sisters of students already enrolled at St. Andrew's, but no guarantee of automatic placement is given to these applicants.
7. The Catholic / Non Catholic “Enrolment Percentage Parameters” that has been approved by The Bishops of Western Australia will be referred to when enrolling students.
8. Parents of a selected applicant will be requested to bring their child to an enrolment interview with the Principal. At least one parent **and the child** will be expected to attend the interview. (Attending the interview also does not guarantee enrolment).

60 Victorsen Parade,  
Clarkson WA 6030  
Phone: (08) 9407 8000  
Fax: (08) 9407 8015  
email: [admin@standrews.wa.edu.au](mailto:admin@standrews.wa.edu.au)  
web: [www.standrews.wa.edu.au](http://www.standrews.wa.edu.au)

9. Parents are required to provide copies of the child's Birth Certificate, Immunization Records, Visa and Passports of the child and both parents if not born in Australia (or a copy of Australian Citizenship, if now an Australian Citizen). Relevant reports from previous schools / agencies, Court Orders and disclosure of any medical conditions. This information should accompany the St. Andrew's Application for Enrolment form.
10. Parents of students seeking enrolment are expected to fully support the Catholic policies and practices of the school. They must show an interest in the Christian Values of the school and work with the teachers in helping their children achieve these values. All children are expected to take part in all of the Religious Education of the school.
11. Parents are expected to support the school financially by paying fees and amenities and also by becoming involved in the Parents and Friends and other school activities. (A copy of the St Andrew's School Fees for the year can be requested from the school office).
12. All parents must sign an Enrolment Agreement and if the child is in Year 3 or above the student must also sign an Enrolment Agreement.
13. All children are admitted on a trial basis. Their continued enrolment at the school depends upon satisfactory behaviour.
14. Enrolment is secured only by the payment and acceptance of an Enrolment Fee. This will become a portion of the student's school fees for the following year. *This money is non - refundable.*
15. A breach of enrolment may occur if the parent / guardian knowingly withheld information relevant to the application / enrolment process.
16. Kindergarten Interviews are normally conducted during Term 1 of the year preceding attendance.
17. Offer letters for positions into the Kindergarten Program are typically sent out in Week 8 of Term 1 each year. Parents will have approximately 2 weeks to accept the offer of the position and pay the acceptance enrolment fee.
18. Enrolment costs, including Enrolment Application Fee and Enrolment Acceptance Fee, cannot be added to current school fee accounts and must be paid separately at the time of your interview.
19. A child who is withdrawn during a school year or at the conclusion of a school year must provide a full term's notice, in writing, to the Principal advising of this withdrawal or they may be required to pay a full terms fee.

Note: Enrolment in Kindergarten **does not** guarantee enrolment into Pre-Primary