



IMMACULATE HEART COLLEGE

Through Mary to Jesus: "The Way, the Truth and the Life"

John 14:6

Enrolment Policy

Originally Released:	February 2022	
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1. Introduction

Immaculate Heart College (IHC or the College) is committed to providing a fair and equitable student enrolment process in accordance with the School Education Act 1999 (WA).

2. Scope

This policy applies to the Principal and the enrolment decision making team.

3. Definitions

Staff – all paid employees of IHC.

4. Responsibilities

The **Principal** is responsible for the implementation and routine review of this policy.

All enrolment administration staff are to acknowledge and to adhere to this policy.

5. Policy Principles

The College employs the following principles:

- a) To provide a Catholic education for its students.
- b) IHC recognises the uniqueness of every child.
- c) The enrolment of students in the school will be managed in a transparent manner without discrimination or prejudice.
- d) Enrolment disputes will be managed in accordance with the requirements set out in the Enrolment Procedures.
- e) The enrolment process promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
- f) The aim of the process is to ensure that the student who enrolls at IHC, achieves their best in a nurturing environment, and where they feel that they “belong” to the school, and have pride in it.



- g) The College aligns its enrolment policies and practices with the *Disability Discrimination Act 1992* and the *Disability Standards for Education 2005*, and therefore the College considers the rights and protection this legislation affords prospective students, and their parents/guardians.
- h) Financial grounds must never be the reason for non-enrolment.
- i) Catholic students will be given enrolment preference wherever possible and practicable.
- j) Aboriginal students must be given enrolment preference wherever possible and practicable.
- k) Under the *Public Health Act 2016 (WA)* and the *School Education Act 1999 (WA)* the College will only enrol students whose immunisation status is up-to-date.

6. Conditions of Enrolment

Enrolment at the College is subject to the following terms and conditions:

- a) Students should attend College on each designated school day, except for absences authorised by the Principal, or in cases of illness.
- b) Students are required to be courteous, respectful, friendly and dignified in their behaviour at all times.
- c) Students are also required to demonstrate a high level of commitment, diligence and participation in the learning process. Each student is expected to do their best.
- d) Students should wear appropriate school uniform as determined by the College.
- e) Written notice, through the Principal, of at least one term in advance is required should a student be removed by his/her parents or guardian. In default of such notice, an additional payment of one term's fees is payable.
- f) The College may terminate an enrolment at its discretion. This may occur if the Principal determines, in his/her opinion, that the student is making unsatisfactory progress, has an unsatisfactory attitude, or has displayed unsatisfactory behaviour or broken College rules, especially the Student Code of Conduct. In the event of this happening, the College is not obliged to refund any fees or charges. Moreover, fees and charges outstanding will still be payable.
- g) That the parents/carers will fully support the College's Behaviour Management Procedures.



- h) That the parents/carers also abide by the Parent and Community Code of Conduct whilst on College grounds and in their communications and interactions with all college staff, including online, in person or via telephone.
- i) That the parent and students fully support the Catholic ethos of the College and that all students enrolled at the College will participate in devotion (including prayer), Mass, religious studies, and any other religious activity that the College may deem necessary.
- j) That the parents/carers actively engage with and seek out College policies available on the College website.

6.1. Enrolment Priorities

A principal must adopt the enrolment priorities for all students:

- Catholic students from the Gingin/Chittering parish
- Catholic students from outside the parish with a Parish Priest reference
- siblings of Catholic students
- sons and daughters of College employees
- non-Catholic students from other Christian denominations
- students from other faith backgrounds

In all cases, applications are evaluated by the order of application, and no enrolment guarantees will be given by College staff.

6.2. Enrolment process

To process an application, applicants will be required to present:

- Birth certificate
- Baptism certificate
- Immunisation statement issued by the Australian Immunisation Register

The College may charge a modest application fee to administer the enrolment process.



Enrolment staff will inform parents/carers of the provision of the health care card scheme and payment plan options which provides discount relief.

The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.

Before an offer of a place is made, prospective students and their parent(s) or carer(s) must be interviewed by the principal or a member of the school leadership team.

7. Supporting Information

School Education Act, 1999 (WA)

School Education Regulations, 2000

Public Health Act 2016 (WA)

Disability Discrimination Act 1992

Disability Standards for Education 2005

8. Related Documents

The Enrolment Policy is to be read in conjunction with the following College policies, or procedures, all of which can be found on the College Administration drive:

Type	Document	Doc #
Procedure	Enrolment Procedure	SM02
Form	Expression of Interest for Enrolment	FAA02
Form	Data Collection Form	FAA03
Form	Medical Form	FAA07
Form	Additional Needs Form	FAA04
Procedure	Secondary Behaviour Management Procedure	SM01
Procedure	Primary Behaviour Management Policy	SM26
Policy	Student Code of Conduct	SM01
Policy	Parent and Community Code of Conduct	SM08



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9. Review

This policy will be reviewed on a three yearly basis or as required continual improvement.

Version	Year of Review	Authored by:	Reviewed by:	Reason for amendments or review
1.0	February 2022	K. Knight		This document has been revised from the old format
1.1	March 2023	T. Carpenter	S. Da Luz	Updating the document to reflect related policies and procedures previously reviewed. Added point (j) under section 6.



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Enrolment Form