



STUDENT ENROLMENT EXECUTIVE DIRECTIVE

Objective

The Student Enrolment Executive Directive outlines the directives for enrolment of students at Catholic education Western Australia Ltd (CEWA) and St John's School, in accordance with the School Education Act 1999 (WA) and the Bishops' Mandate.

Principles

1. CEWA exists to provide a distinctly Catholic education for children enrolled in Catholic schools.
2. CEWA recognises the uniqueness of each student.
3. CEWA promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
4. CEWA clearly aligns its enrolment policies and practices with the Disability Discrimination Act 1992 (DDA) and the Disability Standards for Education 2005 (DSE), and therefore schools are required to consider the rights and protection this legislation affords prospective students, their parents/guardians as well as their own schools (Part 4 Standard for Enrolments).
5. Financial grounds must never be the reason for the non-enrolment in, or exclusion of, any child from a CEWA school.
6. CEWA fulfils their mission in partnership with parents, who are the first educators of their children.
7. Catholic students will be given enrolment preference wherever possible and practicable.
8. Aboriginal students must be given enrolment preference wherever possible and practicable.
9. Enrolment in a CEWA school does not guarantee enrolment in any other CEWA school.
10. Participation in programs run by a CEWA school (e.g., three-year-old programs, out of school hours care) does not guarantee enrolment in any CEWA school.

Sources of Authority

Catholic Education Commission Western Australia Community Pillar Statement – Effective 22 February 2021

Responsibility

Executive Director
Director Finance and Infrastructure
Director Leadership and Employee Services
Catholic School Principals



Directives

1. St John's School complies with CEWA's Enrolment Priorities:
 - 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.

The Principal may seek the written consent of the Executive Director for a variation to the above Enrolment Priorities to meet particular circumstances.

2. St John's School must comply with CEWA's Enrolment Process.
 - 2.1 The Principal must accept all application forms for enrolment.
 - 2.2 To process an application St John's School will request a copy of the candidate's
 - birth certificate;
 - baptism certificate;
 - immunisation statement issued by the Australian Immunisation Register.
 - 2.3 St John's School must inform parents of the provision of the Health Care Card Scheme which provides automatic discount relief.
 - 2.4 The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
 - 2.5 Before an offer of a place is made, prospective students and their parent(s) or guardian(s) must be interviewed by the Principal or a member of the School Leadership Team.
 - 2.6 The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of the Diocese must be referred to when enrolling students.

Catholic/Non Catholic Enrolment Percentage Parameters		
	Non Catholic	Notes
Country (Diocese of Bunbury, Geraldton and Archdiocese of Perth)	0 - 33%	New or developing schools – percentages are to be established with interim Board and endorsed by the Bishop of the Diocese. Other special circumstances – schools can request variations due to special circumstances. Variation requests can be made in writing to the Executive Director and then submitted to the Bishop for his endorsement.



- 2.7 Enrolments must comply with government entry age requirements.
 - 2.8 Enrolments must comply with government immunisation requirements.
 - 2.9 Enrolment may take place at any year level, K–12. 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.
 - 2.10 Enrolment Procedure (compliance with Disability Standards in Education 2005):
 - a. The Application for Enrolment Form should be free of disability details.
 - b. The Application for Enrolment Form should be free of financial details and employment status.
 - c. If the parent is offered an interview, then a Student Information Form is to be given to the parents/guardians to complete and submitted with other supporting documentation at or prior to the interview.
 - d. The Student Information Form detailing the child's additional needs may be discussed at the interview.
 - e. The identification of additional support needs will not affect the enrolment decision; however a full discussion is encouraged to enhance St John's School's ability to plan and support their child.
 - f. A decision is made by the Principal regarding enrolment.
 - 2.11 The family must be informed of the enrolment decision and the reasons for the decision should an enrolment not be offered by St John's School.
3. St John's School must follow the Procedure for Enrolling Overseas Students in Catholic Schools in Western Australia.

Overseas student: a student who has identified in their enrolment form that they are not an Australian permanent resident.

Step 1

Does the enrolling student successfully comply with CEWA enrolment guidelines?

Yes – go to Step 2

No – application for enrolment not progressed.

Step 2

View passport/travel documents to identify their travel visa details.

Yes – go to step 4

No – advise that enrolment cannot proceed without these details.

Step 3

Identify if their visa enables the student to be qualify for Commonwealth and State funding or if they are Full Fee-Paying Overseas Student.



Yes - The student's visa qualifies for Commonwealth and State funding

Action: normal enrolment process occurs, and standard school fees are charged.

- St John's School must keep a copy of the visa and record expiry date.
- St John's School must follow up with any family any expiry date which is exceeded.
- St John's School should advise parents to notify them when the visa changes/expires.

No - The student's visa does not qualify for Commonwealth and State Funding, the school needs to identify if they fall into the following categories:

a. Full Fee-paying Overseas Student Status Exemption

Action: normal enrolment proceeds and standard school fees are charged as eligible for Commonwealth and State funding

b. Full Fee-Paying Visa Holders (excluding Student Study Visa 500-575)

All other visa holders on the list can be enrolled at ALL CEWA schools. These students do not receive Commonwealth or State funding and fees claimed at the discretion of the Principal.

c. Visa 500 International Student Visa Full Fee-Paying Overseas Students

- If the visa is for the parent to undertake studies in Australia and the student is the secondary holder, then ALL CEWA schools can enrol the dependent child.

Action: Follow normal enrolment procedure and standard fees are charged.

- If the visa has the student as the primary holder they are required to attend a CRICOS registered school, only CRICOS registered schools can accept the enrolment.

Action: Go to Step 4

Step 4

Is your school a CRICOS registered school?

Yes - The Principal accepts enrolment and acknowledges that they can provide for an international student the same services provided to all other students, and where necessary, shall provide additional services to address their unique needs and characteristics to ensure an equitable and inclusive education.

The Principal shall ensure all staff who have contact with FFPOS have the understanding of the pedagogy and practice of teaching English as a second language and an awareness of cross-cultural perspectives.

No - application for enrolment does not progress and student is referred to a CEWA CRICOS registered school.



Note: The fees claimed for Full Fee-Paying Overseas Students are at the discretion of the Principal. Principals are reminded on the provisions of the Mandate that “To fulfil their Gospel mandate, Catholic schools need to be open to all parents who seek a Catholic education for their children, as far as resources allow. It is essential for each school to minimise potential barriers for parents such as fees and other school costs”. *Mandate Catholic Education Commission of Western Australia, P. 7*

4. St John's School must follow the Enrolment Guidelines for Full Fee-Paying Overseas Students (FFPOS).

If enrolling a FFPOS, a student who is the primary holder of a Student Visa 500-574, the school must be registered with the Commonwealth Register of Institution and Courses for Overseas Students (CRICOS) to deliver courses to full fee-paying overseas students.

CRICOS Schools appoints an International Students Coordinator, who must be the reference person within the school.

- [Consent Letter template to access VEVO information](#)
- [How to calculate recovery costs for Full Fee-Paying Visa Holders](#)
- [Procedure for enrolling overseas students in Catholic Schools in Western Australia](#)