



# St Munchin's Catholic School

## Enrolment Policy

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St. Munchin's is a **Parish Catholic Primary School - not a private school**. Catholic schools exist to further the mission of the Church. Priority for enrolment is given to Catholics who witness the Catholic faith in their homes and who participate regularly in the life of a worshipping community. Acceptance of children will be at the discretion of the Principal, in line with the "Student Enrolment Policy(1994)" issued by the Catholic Education Office of W.A.

An application for enrolment form must be completed, as fully as possible, for every child enrolled. Provision for bookings for children to be enrolled in future years is available. Before an application can be considered, the following conditions must be met:

- ◆ Parents/guardians are required to complete in full the enrolment form
- ◆ Parents/guardians must provide birth and Baptismal certificates and immunisation records and
- ◆ Parents/guardians attend an interview with the Principal

During the interview

- ◆ The Catholic /religious focus and priority of the school is outlined
- ◆ The learning/social and any specials needs of the child/ren are discussed
- ◆ Parents/guardians must be prepared to accept the conditions of enrolment fully in respect to each and every child.

Enrolment does not automatically follow as a result of an application. Because there are limits to class sizes, children may have to be placed on waiting lists.

Applications will be considered in the following order of priority:

### **Criteria for Enrolment**

- ◆ Siblings of Catholic students
- ◆ Catholic students from the Parish
- ◆ Catholic children of other parishes
- ◆ Siblings of non-Catholic students
- ◆ Non-Catholic students from other Christian denominations
- ◆ Other Non-Catholic Students

**Parents, on enrolment of their children in St Munchin's Catholic School must:**

- (a) Be supportive of a full Catholic Education for their child.
- (b) Realize that Kindergarten / Pre-Primary is a very necessary first step in the education of their child, and necessitates the child continuing in Year 1 at this school.
- (c) Support the educational and spiritual programme of the school.
- (d) Pay school fees, except in cases of genuine hardship, where alternative arrangements may be made by appointment with the principal. Associated with the school fees is a Building Levy and Amenities Fee. Levies and associated fees are non-refundable.
- (e) Work cooperatively with and within the school.
- (f) Be actively involved in the life of the school.
- (g) Ensure their child attends school in correct and FULL school uniform, maintained in good repair, thus encouraging development of the school community pride and self-discipline.

Each application for enrolment will be considered individually. The final decision on acceptance is at the discretion of the Principal.

The Catholic/Non Catholic Enrolment Percentage Parameters approved by the Bishops of Western Australia will be considered when enrolling students.

Other included Information:

Parent Handbook

School Fee Collection Policy

This policy is reviewed from time to time to reflect the directions of the Archbishop/Catholic Education Office.



## PRIVACY COLLECTION NOTICE

### St Munchin's Catholic School

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health [and Child Protection]\* laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, [Catholic Education Office, the Catholic Education Commission, your local diocese and the parish]\* medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines [and on our website].
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

\* If appropriate

