



# MANDURAH CATHOLIC COLLEGE

UNDER THE PATRONAGE OF THE HOLY FAMILY

## ENROLMENT

<b>CECWA POLICY:</b>	<a href="#">Community</a>
<b>EXECUTIVE DIRECTIVE:</b>	<a href="#">Enrolment</a>
<b>COLLEGE GUIDELINES:</b>	<b>Enrolment</b>
<b>REVIEWED:</b>	<b>2021</b>
<b>NEXT REVIEW:</b>	<b>2024</b>

***"Mandurah Catholic College is a learning community seeking truth by living out the Gospel values through the Catholic faith and by promoting the holistic and optimal development of each student."***

School-based Procedures are not variations to CEWA Executive Directives. They enact contextual decisions; they have the legal obligation of CECWA policy for people acting under the authority of the Principal.

Please note this document is to be read in conjunction with the CECWA Policy – [Community](#) and the Executive Directive – [Enrolment](#)

### SCOPE

Peel community.

### PROCEDURE

The College's main intake years are Kindergarten and Year 7.

### APPLICATION FOR ENROLMENT

1. Application for Enrolment form to be completed and returned with a non-refundable application fee to the College Registrar with the following documentation:
  - Copy of the prospective student's Birth Certificate.
  - Copy of the prospective student's Immunisation Records.
  - Copy of the prospective student's Baptism Certificate (where applicable).
  - Copy of Visa or Citizenship (if applicable).
  - Copy of the applicant's last two school reports and NAPLAN results.

### INTERVIEW SELECTION FOR INTAKE YEARS (KG AND Y07)

Please click to view CEWA Executive Directive - [Enrolments](#)

Applications are assessed by the Head of Primary (KG-Y06) or the Principal (Y07-Y12).

### INTERVIEW SELECTION FOR OTHER YEARS (PP – Y06 or Y08 – Y12)

The interview is an important time for all, involving a two-way exchange of information, and includes such topics as, uniform and grooming requirements, fee schedule, Fee Collection Procedure, Privacy Procedure, the Religious Education program and College commitments. Further, it is at interview that it is ascertained whether the student has any special educational, disabling or health care needs that need to be catered for.

When places become available applications are assessed by the College Leadership Team.

Enrolment Applications other than intake years will be assessed by a College Leadership Team member who will advise on whether the application should progress to interview.

The College Leadership will assess reports to determine whether a student is a good fit for MCC and if the College can provide adequately for the student. In some circumstances the students next report will be requested to show improvement in areas of concern.

Parents will be advised by the College Registrar.

**Please note that the College does not encourage enrolments from students already enrolled in a Peel Catholic School. These students are not considered a priority as they are already receiving a Catholic education.**

## **INTERVIEW PROCESS**

Interviews are a requirement of the Enrolment process. All applicants will be requested to complete a **Pre-Interview Form** and **Student Reflection** are to be completed prior to interview.

The following documentation is to be provided at this stage:

- A copy of any Parenting, Restraint / Court Order that applies to the prospective student.
- More recent School Reports / NAPLAN may also be required.

### **1. Enrolment Offered**

When a position is offered a **Confirmation of Enrolment Form** is required to be completed. This form is an extension of the original Application for Enrolment and acts as the binding contract between parents, students and the College.

At this stage a non-refundable Enrolment Deposit is payable. The deposit is deducted from the first year's enrolment.

### **2. Enrolment Wait Pooled**

If there are no vacancies at the time, the enrolment application will be wait pooled. Parents are requested to keep the enrolment application up to date by providing new reports as they are received and updating contact details if required.

## **FURTHER INFORMATION**

### **Primary**

- Parents will be notified of the outcome of the enrolment application by Term 3 of the year prior to entry for Kindergarten.
- Parents will receive notification by letter and are required to complete a Confirmation of Enrolment Form by requested date. By failing to do so the enrolment offer will be forfeited.
- Kindergarten is not compulsory. Parents wishing to exclude their children from this class will need to undergo the enrolment process for Pre-Primary, provided vacancies exist.
- Should any Catholic feeder school be unable to accommodate a student, or should special factors affect the family, each school will collaboratively endeavour to assist the student.

### **Secondary**

- Parents will be notified of the outcome of the enrolment.
- A Confirmation of Enrolment Form is to be completed by the date stated in the letter of offer. Failure to do so results in forfeiting the enrolment offer.
- When a MCC student leaves the College and decides to return the student application will be assessed by the College Leadership Team who will liaise with the Head of Year and consider past Pastoral Care Notes. If there are any areas of concern, ie behaviour, attendance, the application will not progress.

### **Financial**

1. At any time during or after the enrolment process if there is a requirement that any variations to enrolment conditions, such as the ability to maintain the financial commitment to the College this must be immediately addressed with an interview. Where there has been a previous breach of enrolment conditions or failure to address the non-payment of fees by the parent(s)/guardian(s), an individual interview will be required.
2. When Unenrolling/Exiting, 1 Terms Notice must be given, otherwise there is a risk of being charged for a term's fees.