



Good Shepherd Catholic School

— Lockridge —

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ENROLMENT POLICY

Good Shepherd Catholic School is a Catholic school and as such aims to develop the whole child:

SPIRITUALLY, INTELLECTUALLY, EMOTIONALLY and PHYSICALLY

You, the parents, are the primary educators of your children both in the faith and in ensuring, they apply themselves to their schooling. The school is a secondary educator of your child and as such, we, the staff, are here to help you in the education of your child.

Our school aims to reflect a Catholic environment of study and worship.

Rationale

The Roman Catholic Archbishop of Perth to further the mission of the Church has established Good Shepherd Catholic School. Good Shepherd Catholic School endeavours to fulfil the Mandate of the Bishops, as much as this is possible, to make a Catholic education available to all Catholic children within the Parish of Good Shepherd, Lockridge.

Principles

1. Good Shepherd Catholic School recognises the uniqueness of each student.
2. Good Shepherd Catholic School has a preferential option for the poor and marginalized.
3. The parents, are the first educators of their children and they empower Good Shepherd Catholic School through a partnership to fulfil its mission.
4. Good Shepherd Catholic School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
5. Good Shepherd Catholic School accepts all applications for enrolment. However, the acceptance of the application does not guarantee an enrolment interview or an offer of enrolment. **When an enrolment is submitted a non-refundable fee of \$55.00 is charged.**
6. Enrolment at Good Shepherd School is only offered where the school has age-appropriate accommodation and the requisite resources to respond to the specific needs of the student.
7. Enrolment at Good Shepherd Catholic School does not guarantee enrolment in any other Catholic school.

Procedures

1. Applications for enrolment will be considered according to the following enrolment priorities:
 - a. Catholic students from the Parish
 - b. Catholic students from outside the Parish
 - c. Siblings of non-Catholic students
 - d. Non-Catholic students from other Christian denominations
 - e. Other Non-Catholic students
2. School Waiting List
 - a. The School Secretary will maintain **ALL** applicants on a Waiting List.
 - b. **An enrolment form is completed and a non-refundable fee of \$55.00 is charged.**
 - c. An invitation for an enrolment interview will be issued as a position becomes available.
 - d. The School Waiting list will be reviewed and updated in November or as vacancies become available throughout the year.

3. Procedures for Processing Applications
 - a. for Pre-primary to Year 6 received throughout the year
 - i. Parents may apply through the School Secretary to have their name entered onto the School Waiting List.
 - ii. The Principal will:
 1. Determine if a position is available and the eligibility of the new student for admission in accordance with Procedure 1.
 2. If a vacancy is available, an Enrolment Interview will be arranged, if appropriate, and once the non-refundable fee of \$60.00 is charged.
 3. If a vacancy is not available at that time, the enrolment will be added to the waitlist.
 - iii. The parents will be required to provide prior to the Enrolment Interview
 1. the child's birth certificate
 2. the child's health/immunization forms
 3. a reference from their Parish Priest
 4. other relevant documents
 - b. for enrolment to Kindergarten for the subsequent year:
 - i. Parents make application through the School Secretary to have their name entered onto the school waiting list and pay the non-refundable fee of \$60.00
 - ii. Nearing towards the end of the first term of the year proceeding the Kindergarten year, The Principal will notify the school and Parish community through the School and Parish Newsletter, of the closing date for applications for the subsequent year.
 - iii. The School Secretary will
 1. Develop an Application List by combining the Waiting List and the applications received
 2. Apply Procedure 1 to the Application List to establish a prioritized Interview List.
 3. The Interview List will be as of the closing date. All applications received after the closing date will be added to the Waiting List Procedure.
 4. The Principal will interview during May and June a cohort large enough to fill the Kindergarten class.
 5. The first round of acceptances will be issued and the successful parents will be required to confirm their acceptance within one week of notification.
 6. The second round of acceptances will be made as soon as practicable.
 7. Unsuccessful applicants will be notified in writing, after the Kindergarten applications are finalised and given the opportunity to maintain their name on the School's Waiting List.
4. The Enrolment Interview between the Principal and Parents will cover the ethos, mission, policies and practises of Good Shepherd Catholic School, and the parent and student obligations undertaken by enrolling at Good Shepherd Primary School. Parents are provided with the opportunity to explore their questions and concerns as the primary educators of their child/ren.
5. Before offering a position at Good Shepherd Catholic School:
 - a. The Principal shall ascertain whether the student has any special educational needs. Where necessary the Principal shall consult with the Special Learning Needs Team at the Catholic Education Office to ensure that the school has the resource capacity to make adequate provision for the student's specific educational needs.
6. Parents seeking enrolment at Good Shepherd Catholic School will have a meeting with the Parish Priest as part of the enrolment processes.
7. By enrolling a child at Good Shepherd Catholic School the parent accepts and acknowledges:
 - a. That they will work in cooperation with the staff and priests of our school to foster the best possible Catholic Education for their child. This Catholic Education is in regards to the child's faith, spiritual, academic social and physical learning.
 - b. That they will abide by the policies and practices of Good Shepherd Catholic School. The Parental obligations extend to policies or practices developed by Good Shepherd Catholic School whilst their child/children is/are enrolled in Good Shepherd Catholic School.

- i. A Parent who is unsure of, or wishes to discuss a policy or practice should consult the Principal.
 - c. That they have an obligation to fully support the fund-raising ventures of the Parents and Friends (P&F) organization. This support will be shown by being actively involved in administering one of the P&F functions and by attending the P&F's monthly meetings.
The P&F funds provide additional amenities necessary for your child's education supplementing what is provided by the school board's budget.
- 8 A student's continued enrolment at Good Shepherd Catholic School is contingent on the child and parents' continued support of the:
 - a. School's policies and practices
 - b. Staff in their endeavours to achieve the school's mission and goals
- 9 If a parent or guardian has knowingly withheld information relevant to the application/ enrolment process then the Principal reserves the right to refuse, or terminate the enrolment contract.
- 10 Good Shepherd Catholic School has classes in each grade from Kindergarten to Year 6. A child once enrolled in Good Shepherd Catholic School will be able to complete his/her primary education within our school subject to Procedure 8
- 11 Class Sizes
 - 12.1 Kindergarten
 - The class ceiling, size, will be held at 30 students per year.
 - The Kindergarten class will operate two and a half-day sessions per week.
 - 12.2 Pre-primary
 - The class ceiling, size, will be held at 30 students per year.
 - The Pre-Primary will operate for 5 full days. The normal hours are 8.50am – 2.50pm.
 - 12.1.1 Class sizes are as follows:

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| Year One, Two and Three | - | 30 students |
| Year Four to Six | - | 32 students. |
- 13 Enrolment at Good Shepherd Catholic School is not a guarantee of enrolment in any other Catholic school.