



Good Shepherd Catholic School Enrolment Procedure

1. Aim

This procedure outlines the enrolment process for Good Shepherd Catholic School, Lockridge.

Sources of Authority	
CECWA Policy	Community Pillar
Executive Directive	Enrolment

2. Scope

This procedure applies to all current and prospective members of the Good Shepherd Catholic School community.

3. Procedure

This information will guide you through the enrolment process at Good Shepherd Catholic School.

Initial Application for Enrolment

- 3.1 All prospective families must complete the Enrolment Application Form – all sections of this form must be completed. Signature(s) are required on the bottom of the Medical Emergency Authorisation and the Enrolment Agreement sections.
- 3.2 The completed and signed Enrolment Application Form must be submitted to the school with the following:
- A non-refundable application fee of \$55.00 (per application)
 - Birth Certificate – Supporting documents are required if:
 - The applicant is born outside of Australia. Your travel documents and/or passport and current visa information is required. A VEVO consent form will be requested by the school administration.
 - The applicant holds an Australian Birth Certificate but both parents are born overseas please provide copy of Visa, Citizenship certificate or Australian passport. A VEVO consent form may be requested by the school administration.
 - Australian Immunisation Register (AIR) history statement – this is available from Medicare or MyGov. It must be current at the time of enrolment – i.e. no more than two months old.
 - Data collection form
 - Baptism certificate (if applicable)
 - Parish Priest Reference Form (if applicable)
 - Custodial orders (if applicable)

Applications cannot proceed without the above documents. All paperwork must be submitted to the school prior to being offered an enrolment interview.

- 3.3 All enrolment application forms and supporting documentation must be submitted to:

Good Shepherd Catholic School
215 Morley Drive, Lockridge WA 6054
Attention: Enrolments

If your application is successful, you will be contacted and invited to attend an interview with the school Principal before a place is offered.

- 3.4 The school will follow the [CEWA Procedure for Enrolling Overseas Students](#) for any child identified in their enrolment form that they are not an Australian permanent resident.

Enrolment Interviews

- 3.5 Upon arrival to the enrolment interview, you will be given a Pre-Interview Student Details Proforma to complete before meeting with the principal. This proforma requires you to share with the principal any health, educational and/or social needs specific to your child.
- 3.6 At the enrolment interview, the principal will ask a series of questions about what attracted you to the school and how you might contribute to the school's development via the Parents and Friends Association or membership on the School Advisory Council.
- 3.7 Your child/ren are expected to attend the interview, which will be held at the school.

Criteria for Enrolment

- 3.8 In accordance with CEWA's Enrolment Executive Directive, the school must comply with the system's enrolment priorities. Enrolment must be offered in accordance with the following:
- Catholic students from the school 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 already enrolled at the school
 - non-Catholic students from other Christian denominations
 - other non-Catholic students
- 3.9 All applications for enrolment must comply with the [immunisation requirements for kindergartens and schools in Western Australia](#). Children seeking enrolment in Kindergarten must be current with their immunisations at the time of enrolment, **or** on an approved catch-up schedule, **or** [exempt due to family circumstances](#).

Offer of Enrolment

- 3.10 At the conclusion of the enrolment interview, or within a timeframe specified to you by the school, you will receive notification as to whether we can offer your child a position or not. If not, reason(s) will be provided as to the decision not to offer an enrolment to your child/ren.

- 3.11 Should the school be able to offer you a position, a Letter of Offer will be sent to you with a stipulated deadline for your acceptance to be returned to the school, which will confirm your child's enrolment at Good Shepherd Catholic School.
- 3.12 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.

Effective Date:	2023	Next Review:	2026
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