



St Luke's College

Enrolment policy

RATIONALE

Catholic schools exist to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia to make Catholic school education available to all Catholic children, as far as resources allow (Mandate page 50)

PRINCIPLES

- St Luke's College is a Catholic College. The first condition of admission is that parents and students accept the values, ethos and principles of Catholic Education and that students commit to participating in all the faith practices and observances of the school.
- Retreats are a central part of the College faith life development and take place at all year levels. Retreats are both valuable and compulsory, therefore students are expected to attend and participate in these events as they would any other area of College life.
- When accepting a place at St Luke's College students and their parents make a commitment that the student will abide by the College rules and standards of conduct and behaviour. Families also understand that where there may be significant issues surrounding a student's conduct or behaviour, a student's enrolment may be withdrawn by the College.
- Acceptance of a place implies the undertaking on the part of the student to understand and support the programmes of the College, and to participate fully in all College activities, curricular and co-curricular, as required and an undertaking on the part of the parents to support and encourage this participation.

PROCEDURES

- St Luke's College places an advertisement in the local paper, in the local Parish Bulletin and in the local Catholic Primary School announcing the cut off days for applications and also the Information Evening due to take place in the future.
- The Information Evening outlines the principles and operations of the college. At this Information Evening the enrolment policy of the College is clearly outlined.
- Enrolments are collected and selected according to the criteria set by Catholic Education Office.
- Places are offered in accordance with the categories in the next section..
- Parents are responsible for the prompt payment of all fees and charges as rendered by the College.

ENROLMENT POLICIES

- Applications for enrolment are accepted in the context of the Conditions for Admission.
- Parents should understand that the College's acceptance of an application for enrolment does not guarantee a place, but simply includes the student's name on a waiting list with other candidates.
- Because of the Catholic and special community nature of the College, allocation of places is determined by the following priority:
 - Catholic students from Catholic primary schools with a parish priest reference
 - Catholic students from non-Catholic primary schools with a parish priest reference
 - Other Catholic students from Catholic primary schools
 - Other Catholic students from non-Catholic primary schools
 - Non-Catholic siblings of current students
 - Non-Catholic students from Catholic primary schools
 - Non-Catholic students from other Christian denominations
 - Other non-Catholic students.
- In exceptional circumstances the Principal may vary the above priorities to suit particular local circumstances prevailing at the time, in consultation with the Executive Director.

APPLICATION PROCEDURES

- Application for a place less than two years prior to commencement at the College is made on the form headed "Application for Enrolment". This form together with a College Prospectus may be obtained by contacting the College office. An online Application form is available on this website or may be obtained by contacting the College office.
- The full 'Application for Enrolment' form is sent to the College with a photocopy (not the original) of the student's Baptism Certificate (if applicable), a photocopy of the student's Birth Certificate and a photocopy (not the original) of the most recent school report. An amount of \$60 (application fee) is to accompany the enrolment application.
- The College will post to parents an Acknowledgement of Receipt of Application for Admission. This acknowledgement is not an indication that the application has been successful.
- Prior to entry, new families to whom a place may be offered will be contacted to arrange an interview with the Principal.
- If an offer of a position is made, parents need to sign an undertaking to support clearly identified areas of College life. This is returned to the College with payment of a non-refundable Enrolment Fee of \$300 which will be credited to the first fee account.
- This enrolment fee will not be refunded if a student does not commence at the College unless there were conditions which prevented commencement.
- Once a student has commenced at the College, parents will be required to pay fees according to the prevailing fees and charges policy.

- NB: If it can be demonstrated that parents have withheld information relevant to this application, especially in relation to this student's individual needs, medical conditions, health care requirements and/or Parenting Orders, the enrolment may be refused or terminated.

STUDENTS WHO DO NOT CONTINUE THEIR ENROLMENT

From time to time, families make the decision to terminate the enrolment of a student, based on changing circumstances. The College seeks to work with families to ensure that any change of schooling arrangements is in the best interests of the student and to ensure the pastoral care of the student.

Where families have made the decision to terminate their enrolment, they understand that re-enrolment may not be able to be accommodated, particularly where specific areas of concern in relation to the student's development at the College were cited.

In an instance where a family is offered re-enrolment, this may be subject to a probationary system and would have specific goals of improvement attached to it. This is at the discretion of the Principal of the College.