



STUDENT ENROLMENT POLICY

Updated: 2020
Review: 2024

Rationale

Our Lady of Mercy College exists 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, insofar as this is possible.

Principles

1. Our Lady of Mercy College recognises the uniqueness of each student.
2. Our Lady of Mercy College has a preferential option for the poor and marginalised.
3. Our Lady of Mercy College fulfils its mission in partnership with parents who are the first educators of their children. On enrolling their children parents undertake to support fully the Catholic philosophy of the College and to work with the College community to achieve its aims.
4. Our Lady of Mercy College has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
5. Our Lady of Mercy College shall accept all applications for enrolment.
6. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
7. Enrolment in Our Lady of Mercy College shall only be offered where the College has age appropriate accommodation and the requisite resources to respond to any specific needs of the student.
8. Enrolment in Our Lady of Mercy College does not guarantee enrolment in any other Catholic school.
9. So long as the Catholic character and religious identity of the College is not put in jeopardy by the enrolment of a disproportionately number of non-Catholics, then there is no objection to the enrolment of non-Catholic students.
10. All students are expected to participate fully and to successfully complete the Religious Education Program of the College. This also includes the attendance at various religious activities for example, school retreats, liturgies and school Masses.

Procedures

1. Our Lady of Mercy College shall have a written enrolment policy consistent with CEWA principles and in line with the following procedures. The enrolment policy shall be publicly available.
2. The Principal, with assistance from the College Board, is responsible for developing the enrolment policy.
3. Enrolment Priority:
 - 3.1 Siblings of Catholic students
 - 3.2 New Catholic families from Catholic feeder schools
 - 3.3 New Catholic families from government schools if there is no place available in an appropriate Catholic primary school



- 3.4 Siblings of non-Catholic students
 - 3.5 Non-Catholic students from Catholic Primary schools
 - 3.6 Catholic families from government schools where there is a place in an appropriate Catholic school
 - 3.7 In exceptional circumstances, the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.
4. Procedures
- 4.1 Procedures for application:

Families wishing to make an application are advised to do so at the earliest opportunity by submitting their application form and required documentation. The College online Enrolment Application Form is located on the College website along with links to the Prospectus, Parish Priest Reference Form, current Fee Schedule and Charges, and the Enrolment Policy.

The College Principal and two former students will visit feeder Catholic Primary Schools to provide information about the College to all Year 5 and 6 primary students and their parents.
 - 4.2 Interview process:

The College begins formal interviews two years prior to the Year 7 intake commencement year. Application to the College, and fulfilling the enrolment procedure, is not a guarantee of an interview or an enrolment place.

At the interview, applicants and parents/guardians will be made aware of the timeline for processing applications. Information relating to parental/guardian and student obligations will be discussed. Information will also be sought regarding the student and any special educational needs requiring differential resourcing to achieve educational outcomes appropriate to the student's learning needs.
5. Where a student has a disabling condition, disorder or significant health care needs, the Principal shall consult with the Special Needs Staff at Catholic Education W.A. to ensure that the College has the resource capacity to make adequate provision for the student's specific educational needs.
 6. All successful applicants will be formally advised by mail. Upon acceptance of the place offered, parents/guardians are required to pay the Acceptance Bond and both parents and student are to sign the relevant paperwork agreeing to the student & parent/guardian obligations, payment of fees and policies of the College.
 7. The Principal reserves the right to refuse or terminate enrolment due to a false declaration or non-disclosure of any relevant information.
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