



Policy:	Enrolment Policy
Released:	2015
Due for Review:	2021
Domain:	Community

1. Rationale

As a Catholic school, Servite College exists to further the mission of the Church. The Mandate of the Bishops requires Catholic school education be made available to all Catholic children, as far as resources allow.

2. Definitions

Nil

3. Scope

This policy applies to Servite College.

4. Principles

- 4.1 Servite College exists to provide a distinctly Catholic education for children.
- 4.2 Servite College recognises the uniqueness of each student.
- 4.3 Servite College promotes a learning partnership with parents who are the first educators of their children.
- 4.4 Servite College has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
- 4.5 Servite College accepts all application forms for enrolment.
- 4.6 The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
- 4.7 Enrolment in Servite College is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
- 4.8 Enrolment in Servite College does not guarantee enrolment in any other Catholic school.
- 4.9 The Principal, in conjunction with the College Council, is responsible for developing the school's enrolment policy.

5. Procedures

5.1 Procedure for application

The Enrolment Process including Application Form, Supporting Documentation Check list are available on the [College website](#).

5.2 Interview process

The Principal interviews all prospective students and their parents to the College.
The Vice Principal or another member of the Executive team interviews siblings of current students.

5.3 School enrolment criteria

Servite College Enrolment Policy provides the following enrolment 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
- Siblings of Servite students
- Non-Catholic students from Catholic primary schools
- Non-Catholic students from other Christian denominations
- Other non-Catholic students

5.4 Reference to the school's schedule of fees and payment policy

Schedule of Fees handout is available from our main reception or on our [College website](#).

5.5 Timeline for processing (in general terms)

All new enrolments are completed by the end of the term in which the interview occurred. Parents are notified.

5.6 What constitutes a breach of enrolment?

Failure to truthfully complete the enrolment application form or failure to disclose relevant information pertaining to the learning needs of the prospective student, would constitute a breach of enrolment. Prospective students who, by their actions, harm the reputation of the College and/or the College values, would also constitute a breach of enrolment.

5.7 Parental obligations

By agreeing and signing the College enrolment form, parents are obliged to pay all fees relating to their child's learning and ensure that through their actions and partnerships with Servite, all College values are upheld.

Parents are to complete all sections of the enrolment application form and include any parenting and restraining orders that applies to the prospective student.

By signing the enrolment form, parents agree that their child will participate in all required parts of the Education Programme of Servite College including the Religious Education Programme.

6. **Related Documents**

[CEWA Executive Directive - Enrolment](#)

7. **Review History**

Year of Review	Reviewed By	Amendments
2018	Administration	Reformatted – July 2018
2018	Executive Team	Amendments & Updates – November 2018
2021		