



Divine Mercy College
326 Yangebup Road Yangebup WA 6164

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ENROLMENT POLICY AND PROCEDURES

School Statement's

Mission

Divine Mercy College aims to bring education and faith together, in partnership with family, church and the school community. We aim to provide a quality Catholic education that is focused on the core values of faith, academics, service and personal development from preschool and throughout high school to influence a rapidly changing world.

Vision

Faith

- Encourage students to attain the beliefs, values, attitudes, knowledge, skills and practices which will enable them to achieve their full potential as human persons. The College community's concern will be students' integrated development as Catholic men and women – as responsible, inner-directed individuals of Catholic virtue, capable of free choice and of making value judgments enlightened by a formed conscience that follows Jesus
- Ensure that the care and development of each person takes place within the Catholic faith community. In the school, students should see Catholic values actively lived rather than merely spoken of, and experience them in sincere interpersonal relationships
- Seek to empower students to achieve their potential, as our gift to God. In the school the students will be encouraged to be responsible for their learning and to respect the right of others to learn. The school will also give the students every opportunity to experience the consequence of their actions

Education

- Divine Mercy College strives to provide a well - balanced curriculum focusing on academic, spiritual, physical and moral values.
- Priority is given to systematic and structured education following West Australian Curriculum. We believe every child is a valued member of the school's community and deserves the very best in all areas of human development.
- To attract and retain quality teachers, staff and administrators who support the DMC mission
- To encourage development of the whole person by providing access to a wide range of cultural, academic activities
- Divine Mercy College strives to provide students' with positive learning experiences.

Wellbeing

- Be concerned with the nurturing and well-being of all who impact on the school community. The school's pastoral dimension will show itself in the mutual respect, care and support administrators and staff show towards each other, as well as through the care they all show for their students. From the pastoral dimension of the total school life, students learn their own value and dignity
- To recognise that no student can learn unless the environment is inclusive, safe, orderly and stimulating

Engagement

- To encourage the cooperation among church, school, home and the community that is essential to the educational process
- To recognize and address the different challenges and opportunities of all educational levels available through at the College
- To encourage cooperation among Primary School and High School and all educational levels; collaborating when possible

School motto – Jesus I Trust in you

Scope

This policy applies to all families making enquiries or enrolling into Divine Mercy College.

Legislation and School Registration Standards

- Registration Standard 6 – Enrolment and Attendance Procedures
- Registration Standard 13 – Minimum Age of Enrolment
- WA Equal Opportunity Act 1984
- Disability Discrimination Act 1992 (Cth)
- School Education Act 1999

Parent Guidelines

The School will reasonably attempt to maintain enrolment for its students through continued management conjunction with the Behaviour Management Policy.

Continued enrolment for students cannot be guaranteed and is always conditional on parents / carers and their child complying with the terms and conditions of enrolment and the school rules and polies as amended from time to time.

Enrolment exclusion decisions are final and at the discretion of the Principal who may reasonably consult with school staff or external advisors when making a decision. Enrolment exclusion may be temporary or permanent and does not require any notice period.

On enrolment, parents are expected to adhere to the following:

1. That parents fully support the philosophy and ethos of the school.
2. The parents agree to allow the student to share fully in the life and program of the school.
3. Where practical, and in accordance with the other conditions of enrolment, parents enroll all eligible children from the family at the school, indicating a family commitment to Christian education.
4. The parents undertake to provide the student with the correct uniform as approved by the school and to ensure that the student wears the uniform correctly and neatly. The student should also travel to and from the school in correct uniform. Where students are given permission to wear clothes other than uniform, the parents undertake to ensure that the student is dressed modestly.
5. The parents undertake to provide the student with all necessary equipment, as stated by the school, so they are able to fully participate in the school's educational program.
6. The parents accept the right of the school to employ such legal discipline as it deems wise and expedient for the student and to uphold the school's authority and right to administer appropriate discipline in accordance with the policies of the school.
7. Parents understand that priority of enrolment into the school will be given to those students who were enrolled the previous year or who have siblings already attending the school.

8. A refund of unutilised fees on termination of enrolment for any reason will be solely at the discretion of the school.
9. Students will behave in a manner that does not bring dishonour on the name of Christ or disgrace to the school.
10. The student, to the best of their ability, will obey the school rules and conditions of enrolment, as applicable and as they vary from time to time.
11. Parents understand that the school may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the school rules.
12. The schools Education Support Centre involves a student centered approach for catering for students with individual and specialist learning needs. If your child has additional needs it is essential to complete the necessary details on the Application for Enrolment Form.
13. Parents must adhere to the Parent Code of Conduct and School Parent and Student Handbook guidelines.

Classroom Quotas

The following quotas will apply as guidelines:-

Kindy – 20 students

Pre Primary – 22 students

Year 1 to 3 – 24 students

Year 4 – 6 – 30 students

Year 7 – 10 – 24 students per class

Year 11, 12 - 24 students per class

The school reserves the right to decline to enroll a student who's needs may bring on the school stress beyond its capacity and the school may not be able to fully meet the student's needs.

Enrolment Considerations

Applications for enrolment will be considered in the following order:

1. Children of Catholic families
2. Children who have siblings enrolled in the school.

The above criteria will be applied to determine enrollment where applicant numbers exceed available places.

Consideration of Applicants

Where a situation requires special consideration, a team consisting of the Principal and Coordinators works collaboratively to discern and allocate placement.

Prior to offers of enrolment places, the Principal will give consideration to:

- Class size/ places available
- Class composition
- Physical accommodation available
- The ability of the school to meet the child's needs

Enrolment of Students with a Visa

The Department of Education Enrolment Policy (2008) lists the visa subclass numbers of students eligible to be enrolled in different programs. Additionally, Australian Citizens and Permanent Residents living, returning, or arriving in Australia may also be eligible for EAL/D support.

On application for enrolment at Divine Mercy College, the school will collect information on visa subclass numbers and Australian Citizenship and Permanent Resident status. The school will also require the date of arrival in Australia if applicable. Information on the students' language background and the main language spoken at home will be gathered. The collection of this data is mandatory for enrolment.

The Principal and school administration will determine if the student can receive EAL/D support based on the visa number and date of arrival in Australia. Further information in EAL/D Policy.

Enrolment of Students with special needs

Parents/Guardians of students with special needs are required to inform the School to discuss these needs when lodging an Application for Enrolment.

An enrolment application for a student with a disability will be considered on the same basis as all other enrolment applications and in accordance with the legal obligations of the Disability Discrimination Act (1992) and the Disability Standards for Education (2005).

The relevant teaching staff will share the child's needs and continually monitor students' progress. Where there is cause for concern academically, emotionally, and/or socially, reviews are conducted to identify the possible cause(s) and strategies/programs to address the area of need.

Before a child with special needs can be enrolled, the "Enrolment Support Process" must be carried out. The purpose of this process is to:

- Investigate the needs of the child and
- Determine the suitability of school resources to meet the child's needs.

It is important to realise that if the needs of the child and the resources of the school are not compatible, neither the individual child nor the school would benefit from such an enrolment.

The enrollment support process includes analysing relevant reports and contacting the previous learning institution. Once all documentation is valid, the Ed Support Teacher will complete diagnostic testing to determine the suitable support that the student needs.

Cancelling Enrolment

The Principal will seek to cancel an enrolment if it was obtained by providing false or misleading information, is out of date or by not providing a significant piece of information that could have influenced the enrolment offered.

Enrolment Procedure

Enrolment applications for all year levels can be submitted at any time. Whenever an application is received, the placement remains dependent upon meeting the requirements of this policy. The enrolment procedure is as followed:

1. Parents/ Guardians will need to provide all the following documents with their Enrolment Application:-
 - A completed enrolment Form, Additional Details Form and any other forms required
 - School report for last 12 months
 - School Medical Advice Form
 - Passport
 - Birth Certificate
 - Visa or Citizenship Certificate
 - Immunization Certificate Baptism Certificate
 - Reward Certificates if any
 - Reports of any medical diagnosis
 - Disclosure of any additional needs that may assist us in catering for your child
 - \$100 non-refundable application fee applies with each successful application
2. If the Student is transferring from another school, please request school to complete background check (this information is to be taken into account when deciding to offer a place at DMC)
3. Once there are availabilities within the year group an enrolment interview will be arranged – ONLY IF all documentation has been received
4. An interview will be held with the Principal or their delegate, the enrolling student and parents.
5. Admission is up to the Principals discretion and the enrolling student will either be accepted or not at the interview or in writing by the school
 - Note that the immunisation status of all new enrollees MUST be collected, and
 - No Kindergarten enrolment is accepted unless the student's immunisation status is up-to-date or the student is exempt;
6. Admission process is them to be completed.

Enrolment of Pre-primary school students:

To qualify for enrolment in Pre-Primary, a student must turn 5 years before 1 July the year prior to enrolment. Application for Early Entry may be made where they student's birthday falls in July and the parent believes the student is ready to begin school. Enrolment is then at the discretion of the Principal. Pre-primary is a compulsory year of schooling.

Enrolment of Kindergarten students:

- An Australian Immunisation Register (AIR) Immunisation History Statement, no more than two months old, with a status of 'up to date'; or
- An AIR Immunisation History Form, no more than six months old, if the child is on a catch up schedule.

Please see the next page for the enrolment checklist

Enrolment Checklist

Item	Action Required	Status
Application Forms	Complete Enrolment Form, Additional Details Form, and any other required forms.	
Documentation	<ul style="list-style-type: none"> ✓ School report for the last 12 months ✓ Passport ✓ Birth Certificate ✓ Visa or Citizenship Certificate (if applicable) ✓ Immunization Certificate (AIR) – MUST be up-to-date and no older than two months being sighted by the school ✓ Baptism Certificate (if applicable) ✓ Reward Certificates (if any) ✓ Reports of any medical diagnosis (if applicable) ✓ Disclose any additional needs that may assist in catering for your child 	
Application Fee	<p>\$100</p> <p>This fee is applied to the administration costs associated with enrolments and interviews. Please note that the payment of this fee does not guarantee enrolment.</p>	
Proof of Address	Proof of residential address	
Legal Guardianship Documentation	Legal guardianship documentation where applicable	
Special Needs Assessment	Disclose any special needs and participate in assessment if applicable.	
Fee Disclosure and payment	Review and understand fee structure, discounts, and payment terms	
Enrolment Terms and Conditions	Review and understand enrolment terms, including withdrawal policies	

Enrolment Interview	Attend enrolment interview with Principal or delegate.	
Admission Decision	Await admission decision communicated during or after the interview.	
Orientation Participation	Participate in orientation sessions typically held at the end of the school year or as announced (TBA).	