



<b>Topic:</b>	<b>Enrolment Policy and Procedures</b>
<b>Policy No:</b>	<b>C - 1</b>
<b>Revised</b>	<b>2023</b>
<b>Due for Review:</b>	<b>2024</b>

## **CONDITIONS FOR ADMISSION**

- Edmund Rice College is a Catholic school in the Edmund Rice tradition. The first condition for admission is that students and their parents accept the values underlying the Catholic philosophy of education, and that students undertake to participate fully in the faith practices and observances of the school.
- When accepting a place at Edmund Rice College, students and their parents make a commitment that the student will abide by the College rules and standards of conduct and behaviour.
- Acceptance of a place implies the undertaking on the part of the student to understand and support the programs of the College, and to participate fully in all College activities, curricular and co-curricular, as required of them; and an undertaking on the part of the parents/guardians to support and encourage this participation.
- Students are enrolled on the assumption that they can benefit from the academic and other programs of the College.
- Parents/Guardians are responsible for the prompt payment of all fees and charges as rendered by the College in terms of the School Fees Setting and Collection Policy and are jointly and severally bound. The policy can be obtained on request. The College participates in the Catholic Education Office Healthcare Card program. It is highly recommended that you obtain further details and criteria for qualification from the HR Manager prior to submitting your enrolment documentation.
- Any change of address, or cancellation of the application for any reason, must be notified in writing. If a parent wishes to change an application to an earlier/later year for some reason, this must also be done in writing.
- Failure to notify change of address may render this Application for Enrolment void.
- All relevant enrolment information must be disclosed on the Enrolment Form. Failure to fully disclose this information may render this Application for Enrolment void.

## **ENROLMENT POLICY**

- Applications for enrolment are accepted in the context of the Conditions for Admission as stated above.
- Major intake years are Year 7, Year 8 and Year 11, and other years as numbers allow.
- Parents/Guardians should understand that the College's acceptance of an application for enrolment does not guarantee a place, nor does it guarantee an enrolment interview, but simply includes the student's name on a waiting list with other candidates.

- If there are vacancies, the following priorities are observed:
  - Siblings of current students
  - Catholic students with a Parish Priest reference
  - Other Catholic students
  - Sons / daughters of ex-students
  - Non-Catholic students from Catholic primary schools
  - Non-Catholic students from other Christian denominations
  - Other non-Catholic students
- Decisions regarding the acceptance or otherwise of an application are taken at the discretion of the Principal.

### **APPLICATION PROCEDURE**

- You can request an Application for Enrolment Form from the College reception at the following address [enrolments@erc.wa.edu.au](mailto:enrolments@erc.wa.edu.au). They are also available on the College website [www.erc.wa.edu.au](http://www.erc.wa.edu.au).
- This form is submitted to the College with a non-refundable Application Fee of \$60.00 (inclusive of GST) and a photocopy (not the original) of the student's Birth certificate or Visa / Citizenship Certificate (if born outside Australia), Baptism, Reconciliation, Eucharist, and Confirmation certificates (if applicable), Medicare card, and Immunisation Record.
- The College will post to parents an Acknowledgment of Receipt of Application for Enrolment. This acknowledgment is not an indication that the application has been successful.
- Parents/Guardians will be contacted to arrange an interview with the Principal.
- If an offer of a position is made, parents/guardians and students need to sign an undertaking to support clearly identified areas of College life. This is returned to the College with a confirmation of Enrolment Fee.
- Once a student has commenced at the College, parents/guardians are required to give a full term's notice in writing of their intention to remove the student. The refund policy will be appropriately applied.