



ST THOMAS'
PRIMARY SCHOOL
Educating the whole child

ENROLMENT PROCEDURE

Effective from:
JANUARY 2023

RATIONALE

St Thomas' Primary School supports the Mandate of the Bishops and the Catholic Education Commission of Western Australia in making Catholic school education available to all Catholic children within this and surrounding Parishes. St Thomas' Primary School, follows the guidelines and policies set down by the Catholic Education Commission of Western Australia. This Enrolment Policy is based on the Catholic Education Commission's principle of striving to make Catholic schooling available to children whose parents wish for them to be educated in an environment that has the Gospel, including its values, and a Catholic ethos as its basis.

PRINCIPLES

1. St Thomas' Primary School provides a distinctly Catholic education for children enrolled.
2. St Thomas' Primary School recognises the uniqueness of each student.
3. St Thomas' School Primary School has a preferential option for the poor and marginalised.
4. St Thomas' Primary School fulfils its mission in partnership with parents who are the first educators of their children.
5. St Thomas' Primary School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
6. St Thomas' Primary School will accept all application forms for enrolment.
7. The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
8. St Thomas' Primary School promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
9. Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from St Thomas' Primary School.
10. Aboriginal students shall be given enrolment preference wherever possible and practicable.
11. Enrolment in a Catholic school is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
12. Enrolment in St Thomas' does not guarantee enrolment in any other Catholic school.
13. The Principal is responsible for developing and reviewing the school's Enrolment Policy.

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DIRECTIVES

1. Principals must comply with CEWA's Enrolment Priorities (Appendix 1)
2. Principals must comply with CEWA's Enrolment Process (Appendix 2).
3. Principals must follow the Procedure for enrolling overseas students in Catholic schools in Western Australia (Appendix 5).
4. Principals must follow the Enrolment guidelines of Full Fee-Paying Overseas

SCOPE

This policy informs all staff, students, parents, and guardians of St Thomas' Primary School, Claremont.

PROCEDURES

1. This policy, which is made in accordance with the Catholic Education Commission of WA Policy Statement on Student Enrolment, is to be publicly available.
2. Enrolments will comply with Government entry age requirements.
3. Application forms are available on request or via the school website. Applications for enrolment will be processed as quickly as possible. Applications for enrolment will be made on the appropriate form. An application fee (non-refundable) will be charged to cover the costs of administration. All supporting documentation needs to be submitted with the application.
4. Before an offer of a place is made, parent(s)/guardian(s) will be interviewed by the Principal or a member of the School leadership team. Prospective students shall be interviewed where the Principal thinks it appropriate. Interviews for Kindergarten positions will take place approximately eighteen months prior to the commencement of Kindergarten, or when the principal deems it appropriate.
5. If a parent/guardian has knowingly withheld material or information relevant to the application/enrolment process then the Principal reserves the right to refuse or terminate enrolment on that ground.
6. Once a place has been offered and accepted, one term's fee is payable to confirm the placement and is non-refundable in the event of cancellation.
7. For current students, one school term's notice of withdrawal is required. This notice must be in writing and addressed to the Principal. Failure to do so incurs a penalty of one term's tuition fees.
8. St Thomas' Primary School follows all Catholic Education Commission policies relating to enrolment, including that on breaches of enrolment.
9. Once a child is enrolled, parents and guardians are obliged to support all school policies, pay school fees, purchase learning materials as requested by the school, to assist children in supporting the school rules and to abide by St Thomas' Primary School Code of Conduct.
10. When enrolling students in the Three Year-old Educational Program:
 - a. Students shall have attained the age of three.
 - b. Enrolment into the program shall relate to participation in the program and not enrolment into the school. Parent(s)/guardian(s) will be advised that formal enrolment into the school occurs via an application at the time of seeking enrolment into Kindergarten or subsequent year levels.
 - c. Once a place has been offered and accepted, one term's fee is payable to confirm the placement and is non-refundable in the event of cancellation.

11. The selection criteria priority below shall be used.
12. For students to be eligible for Kindergarten they must turn four (4) before 30 June.
13. The following documents must accompany the St Thomas' Primary School Application Form:
 - a. A copy of each child's Baptismal Certificate
 - b. Birth Certificate
 - c. Immunisation records
14. Kindergarten is the initial enrolling year for the school.
15. It is understood that enrolment in Kindergarten guarantees enrolment for Pre-Primary to Year Six.
16. Completion of a St Thomas' Primary School Enrolment Form and acceptance of the application by the school does not guarantee a place at the school nor does it guarantee an enrolment interview.
17. In the event that an applicant is advised they will be placed on a waitlist, their position on the list will be maintained for 12 months. Written notification needs to be submitted annually in order to maintain the status of the application.
18. The Application Fee of \$55 (inc GST) is non-refundable and is no guarantee that the student will be enrolled at St Thomas' Primary School.
19. Applicants should be aware of The Catholic Education WA Ltd Privacy Collection Notices, available at <https://www.cewa.edu.au/publication/cewa-privacy-collection-notice/>

SELECTION CRITERIA

When enrolling students, consideration is given to the following in priority on receipt of Application Form/s:

1. Catholic students from the Claremont Parish with a Parish Priest reference.
2. Catholic students from outside the Parish with a Parish Priest reference.
3. Other Catholic students.
4. Siblings of non-Catholic students.
5. Non-Catholic students from other Christian denominations.
6. Other Non-Catholic students.

The Principal in conjunction with the Parish Priest has discretion for the enrolment of special cases. No enrolment application is refused on the basis of financial hardship. Parents are advised that enrolment at St Thomas' Primary School does not guarantee automatic entry to Catholic Secondary Schools.

REFERENCES / RESOURCES / RELATED DOCUMENTS

Catholic Education WA Ltd, 'Enrolment' Executive Directive
 Catholic Education Commission WA, Community Policy (2021)

REVIEW

Approved by	Originally Released	Next Review
NATALIA THOMSON Principal		January, 2026