



DIVINE MERCY COLLEGE

ENROLMENT POLICY AND PROCEDURE

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

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- 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

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.

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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.

Where applicant numbers exceed available places the above criteria will be applied in determining enrolments.

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Consideration of Applicants

Where a situation required 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 Children with Special Needs

The Department of Education Enrolment Policy (2008) lists the visa sub-class numbers of students eligible to be enrolled in different programs and in addition 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 sub class 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 Children with Special Needs

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

The child's needs will be shared with the relevant teaching staff. Staff will 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.

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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 as enrolment.

Enrolment Support process include analysing relevant reports and contacting the previous learning institution. Once all documentation is valid, the Ed Support Teacher will complete diagnostic testing in order to see for the suitable support which 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:-
 - *Non-refundable \$200 application fees
 - 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

***The non-refundable application fee is designed to cover administration costs associated with the enrolment process. The application fee will credited against the first school fees account for the year of your child's commencement.**

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

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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 immunisation status of all new enrollee's 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 then to be completed.

Legal requirements – anti-discrimination legislation

Commonwealth anti-discrimination laws and the *WA Equal Opportunity Act 1984* protect applicants for enrolment and enrolled students from discrimination and harassment on a number of grounds. Students with disabilities are entitled, under the *Commonwealth Disability Discrimination Act 1992*, to reasonable adjustments to enable them to enrol, attend and participate fully in the educational programme.

Interview Process

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 the 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.

What's the purpose of the interview?

For the school to assess if the student (and parents, to some extent) is a good fit for the school and vice versa. This can be based on academics, behaviour, ethics and values, commitment to study, commitment to sport and co-curricular. For the school to assess school readiness for Kindergarten entry and to ensure the school can cater for the student's needs and provide any required learning support. The interview is also to get to know the student beyond what can be

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found on an application and school reports and for the school to explain the nuts and bolts of how it works, and to differentiate the distinguishing features they offer.

For the parents the interview process is to find out anything they need to know. The interview is not necessarily the right time to judge whether the school's values, ethics and atmosphere is the right fit for them – this can be done with research, school tours and open days well before the interview stage.

Questions for Early Childhood students

- Count to 10.
- Write their name.
- Identify some letters and/or numbers.
- Recognise colours.
- Draw something.
- Some interviews include observing the child at play.

Questions for students

- What are your favourite/best subjects?
- What are your weaknesses? What subjects do you not enjoy? What subjects/work habits require improvement?
- What do you want to do when you leave school?
- Why are you interested in our school? What did you like about the school (if they have been on a tour)?
- Who in your life has been the greatest influence on you?
- What will you do to contribute to our school?
- Tell me about a challenge you have overcome?
- What do you do for fun in your spare time? What are your hobbies/interests? (Mention sport, music, etc)
- What do you see yourself doing in 10 years time?
- Do you believe your school reports truly reflect your ability and effort? Explain.
- Do you read much? What books do you read? Do you have a favourite author or series? Can you recommend a good book/website/app/game?
- Is there anything you could have done differently in school?
- Tell me about your family. Do you have siblings?
- Have you ever been in major trouble at school, or have you ever been suspended or expelled?
- Do you have any health needs (this includes mental health)?
- Have you ever received academic support in school?
- Have you ever seen a counsellor or psychologist? (Don't be alarmed by the last four questions. Schools need to know everything about your child in order to best cater for them. If the answers are no, then just say no. Otherwise, give full disclosure.)

Questions for Parents

- What are some personality traits of your child?

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- What are their strengths (not necessarily academic)?
- What are some things they may need to improve on?
- Does your child have any additional educational needs?
- Does your child have any other needs?
- Has your child ever been in major trouble at school, or have you ever been suspended or expelled?
- Does your child have any health needs (this includes mental health)?
- Has your child ever received academic support in school?
- Has your child ever seen a counsellor or psychologist? (Don't be alarmed by the last four questions. Schools need to know everything about your child in order to best cater for them. If the answers are no, then just say no. Otherwise, give full disclosure.)
- What are some of your expectations of the school?
- Do you see yourself becoming a part of the school community?
- How long have you lived in Australia for?

If identified as an EALD Student by either;

- **Immigration stamp on passport**
- **Verbally stated they have lived in the Country for 5 or less years**

then they must complete Profile Characteristics of EALD students.

If identified as requiring additional needs, please complete forms for Learning Support

Accepted Enrolment Procedure

Once an enrolment has been accepted

1. Ensure all forms have been collected by parents
2. Deposit has been paid to confirm enrolment
3. Notify Finance and complete transfer process if coming from another school
4. Upload all documents to Database
5. Update Class lists and Attendance lists
 - a. Send this to Year Coordinator and Homeroom / Class teacher
 - i. Homeroom / Class Teacher is to notify all Specialist Teachers
 - If student has been identified as a Student with Additional needs please also send enrolment information to Learning Support Coordinator

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- If student has been identified as an EALD Student please also send enrolment information to EALD Coordinator
- ii. Year Coordinator to notify EALD and/or Learning Support Teacher (if these students haven't been identified as Learning Support and/or EALD)
 - Learning Support Coordinator to arrange testing (if required)
 - EALD support arranged (if required)

ENROLMENT PROCEDURES

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ENROLMENT CONFIRMATION PROCEDURES

1. A separate Application Form is required for each child, together with a photocopy of the supporting documents.

*note background check to be completed if coming from another school

2. The Application Form is to be submitted to the Administration Office with a non-refundable application fee.
3. Prior to enrolment the parent(s) and the child will be asked to attend an interview with the Principal and relevant Coordinator.

*please indicate on enrolment form if additional forms have been completed during interview process

4. Following the interview an offer of a place may be made. This decision process may take up to one week. Once the application is accepted, parent(s) will receive an offer letter via email including an invoice or deposit.
5. Once enrolment is confirmed, the following procedures needed to complete by the relevant staff. See next page.



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Internal processes:

Admin

- Send out acceptance letter along with booklist and uniform details
- Notify finance of new enrolment and deposit payment so account can be set up
- Input student data into XUNO system
- Paperwork ie medical reports & school reports, EALD information scanned and put into school database
- Background check if transfer from other school.
- Administration notify ALL STAFF with "New Student Summary Sheet". See appendix.
- Coordinator (Year 7-10) to notify admin of which homeroom student will be enrolled into
- Informing Learning Support and EALD within 24 hours for further testing if required
- Complete transfer process if coming from alternate school

Coordinator:

- Once informed of new enrolment decide on class (Years 7-10 only)
- Notify administration so classlists can be updated
- Organse subject selection if requiried and notify teachers
- Read paperwork on child
- Year 11 & 12 only - notify VET Coordinator and Data Analyst of subject selection for enrolment into SIRS

Homeroom Teacher:

- Arrange for seating in class
- Arrange anything extra within classroom setting
- Read paperwork on child
- If student has additional needs communicate with EALD Coordinator or Learning Support Coordinator to arrange support



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BACKGROUND CHECK

Please email completed form to:
admin@divinemercycollege.wa.edu.au

To: Divine Mercy College **Date:** _____

Dear Principal,

We have had an application for enrolment from:

Name: _____ Date of Birth _____ Year: _____

Could you please briefly answer these questions for enrolment purposes:

- When did the student enroll at your school?
- Has the student left your school? Yes / No If so, when?
- Please list any achievements/awards this student has received?
.....
.....
- Does the student require assistance from Learning Support ? Yes / No
- Has the student been suspended? Yes / No
.When?.....
- Has the student had a history of violence? Yes / No
- Are there any behavioural issues that you believe to be relevant to us? Yes / No If Yes:
➤
➤
- Any other issues that you would like to mention, poor attendance / application etc?
.....
.....
- Has the student received any warning letters? Yes / No
- Has the student met all requirements for the WACE to date? Yes / No /
- Has the student a USI Number? Yes / No **USI No:**

Could you also send a copy of the **student's attendance record** and any other relevant information?
Thank you for your assistance.

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New Student Enrolment Summary

<p>Name:</p> <p>Click or tap here to enter text.</p>	<p>Gender: Click or tap here to enter text.</p> <p>DOB: Click or tap here to enter text.</p> <p>Allocated Class: Click or tap here to enter text.</p>
<p>Start date:</p> <p>Click or tap here to enter text.</p>	<p>Previous School:</p> <p>Click or tap here to enter text.</p>
<p>EALD?</p> <p>Learning Ed Support Needed?</p> <p>Medical Concerns?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Background Check:</p> <ul style="list-style-type: none"> - Behavioral issues? - Attendance Issues? - Family issues? - Anything staff that need to know? 	<p>Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p>
<p>Academic Summary:</p> <p>Click or tap here to enter text.</p>	