# KEARNAN COLLEGE
# K-12 Enrolment Procedures

The College's main intake years are Kindergarten and Year 7; however, enrolment applications for other year levels are accepted at any time.

1. A **K-12 Application for Enrolment** form should be completed in full and submitted to the school along with a copy of the prospective student's Baptism certificate (if applicable) and Australian Immunisation Register (AIR) History Statement that is not more than two months old. Enrolment applications cannot be processed without these documents.
2. When places become available, the Principal will review all submitted Applications for Enrolment and invite applicants for an interview.
3. If invited for an interview, parents/guardians will be required to complete a **PK-12 Student Information Form**. Students entering Years 4-12 will need to complete a **Student Reflection** form. These should be submitted to the school at, or before, interview, along with (where applicable):
    a. Birth certificate
    b. Last two terms' school reports
    c. Most recent NAPLAN results
    d. Passport/Visa/Citizenship certificate (if born outside Australia)
    e. Parents' Citizenship or Visa documents (if both parents born outside Australia)
    f. Parenting, restraint or custodial orders
    g. Information about medical (or other) diagnoses that may impact the student at school
    h. Parish Priest reference (if applicable and if a Catholic)
4. Parents/guardians will be advised, usually by the end of Term 3 for intakes for the following school year, or within 3 weeks of the interview for enrolments at other times of the year, whether their child has been offered a position at the College.
5. In some cases, enrolments may be placed on a waiting list. This may be due to insufficient space in the class, or the College requiring further information regarding the student's suitability for the school.
6. If a place at the College is offered, a **Confirmation of Enrolment Form** is required to be completed and submitted by the stated due date. This form is an extension of the Application for Enrolment form and acts as a binding contract between parents, students and the College. Failure to submit this form may result in the student's

place being forfeited. Additionally, a **Data Collection Form** is also required. This document captures student background data the school is required to collect on behalf of the Australian Curriculum and Reporting Authority (ACARA).

The enrolment interview is an important opportunity for a two-way exchange of information. It includes topics such as uniform and grooming expectations, the Religious Education and faith formation programmes within the College, College fees and the establishment of a cooperative and supportive home/school relationship. Further, the interview allows for the College to ascertain any special educational, disabling or health care needs that need to be catered for.

**Please note, that the College does not encourage applications for primary school classes from students already enrolled at St Joseph's Pemberton, St Brigid's Bridgetown, or St Mary's Boyup Brook. These students are not considered a priority, as they are already receiving a Catholic education and we do not want to detract enrolments from those schools. If your child is enrolled at one of the aforementioned schools and there are extenuating circumstances for wishing to enrol them in one of Kearnan's primary classes, please ensure you have spoken to your current principal before applying.**

This document is to be read in conjunction with the CEWA Policy – Community and the Executive Directive – Enrolment which can be found here: https://policy.cewa.edu.au/