ARANMORE PRIMARY SCHOOL ETHOS
Aranmore Primary School is a Catholic school and as such aims to develop the whole child: SPIRITUALLY, INTELLECTUALLY, EMOTIONALLY and PHYSICALLY.
You, the parents are the primary educators of your children both in the faith and in ensuring, they apply themselves to their schooling. The school is a secondary educator of your child and as such, we, the staff, are here to help you in the education of your child. Our school aims to reflect a Catholic environment of study and worship.

RATIONALE
Aranmore Primary School has been established by the Roman Catholic Archbishop of Perth to further the mission of the Church. Aranmore Primary School endeavours to fulfil the Mandate of the Bishops insofar as this is possible to make a Catholic education available to all Catholic children within the Parish of Aranmore, Leederville

PRINCIPLES
1. Aranmore Primary School exists to provide a distinctively Catholic Education for children enrolled in the School.
2. Aranmore Primary School recognise the uniqueness of each student.
3. Aranmore Primary School has a preferential option for the poor and marginalized.
4. Aranmore Primary School fulfils its mission in partnership with parents who are the first educators of their children.
5. Aranmore Primary School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
6. Aranmore Primary School shall accept all application forms for enrolment.
7. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
8. Enrolment at Aranmore Primary School is dependent on the availability of appropriate accommodation and compliance with legislative requirements.
9. Enrolment at Aranmore Primary School does not guarantee enrolment in any other Catholic school.
10. The Principal, in conjunction with the School Board, is responsible for developing the school’s enrolment policy.

PROCEDURES
1. Aranmore Primary School has a written enrolment policy consistent with the principles and procedures detailed in this CECWA policy statement. The enrolment policy shall be publicly available.
2. The enrolment policy shall provide for the following enrolment priority:

- Catholic students from the Parish with a Parish Priest reference.
- Catholic students from outside the Parish with a Parish Priest reference.
- Other Catholic students.
- Siblings of non-Catholic students.
- Non-Catholic students from other Christian denominations.
- Other Non-Catholic students.

Preferential option of enrolment for Aboriginal students.

The Principal may vary the above proprieties to suit particular local circumstances prevailing at the time, after prior consultation with the Director of Catholic Education and written confirmation of the outcome.

3. School Waiting List
   - An Application for Enrolment form is sent to applicants and is to be completed by families who have indicated interest in enrolling their child at Aranmore.
   - The School Secretary will maintain all applicants on a Waiting List.
   - The School Waiting list will be reviewed and updated throughout the year.

4. Procedures for Processing Applications
   - for Pre-primary to Year 6 received throughout the year
     - Parents may apply through the School Secretary to have their name entered onto the school waiting list and receive an Application for Enrolment form to complete and return to the school.
     - The Principal will:
       - determine if a position is available and the eligibility of the new student for admission in accordance with Procedure 1.
       - arrange for an Enrolment Interview, if appropriate.
       - require the parent to provide prior to the Enrolment Interview: * the child’s birth certificate  
         * the child’s health/immunization forms  
         * a reference from their Parish Priest  
         * other relevant documents
       - conduct the Enrolment Interview.

   - for enrolment to Kindergarten for the subsequent year:
     - Parents may apply through the School Secretary to have their name entered onto the school waiting list and receive an Application for Enrolment form to complete and return to the school. This can be done at any time prior to the closing date.
     - Early first term of the year preceding the Kindergarten year, the Principal will notify the school and Parish community through the School and Parish Newsletter, of upcoming interviews for applications for the subsequent year.
     - The School Secretary will develop an Application List from and the applicants received from Procedure 2.1. & 2.2.
     - The Principal will apply Procedures 1 to the Application List to establish an Interview List.
     - All applications received after initial interviews will be added to the Waiting List Procedure 2.1.
     - The Principal will interview a cohort large enough to fill the Kindergarten class.
4.2.7 In cases where children are from a Catholic family already enrolled in the school, a sibling will be offered a place. This placement will require confirmation by the parent before April in the year before a place is required.

4.2.8 Parents of applicants are required to attend the enrolment interview, accompanied by their child, with the Principal. At least one parent is expected to attend.

4.2.9 The first round of acceptances will be issued and the successful parents will be required to confirm their acceptance within one week of notification.

4.2.10 The second round of acceptances will be made as soon as practicable.

4.2.11 Unsuccessful interviewed applicants will be notified in writing, after the Kindergarten applications are finalized and given the opportunity to maintain their name on the School’s waiting list.

4.2.12 Unsuccessful applicants who were not interviewed will be notified in writing, after the Kindergarten applications are finalized and given the opportunity to maintain their name on the School’s waiting list.

5 The Enrolment Interview between the Principal and Parents will cover the ethos, mission, policies and practices of Aranmore Primary School, and the parent and student obligations undertaken by enrolling at Aranmore Primary School. Parents are provided with the opportunity to explore their questions and concerns as the primary educators of their child/children.

The Catholic/Non-Catholic Enrolment Percentage Parameters approved by the Bishop of the diocese shall be referred to when enrolling students. Non-Catholic Aboriginal students shall not be included in the percentage calculations.

6 Before offering a position at Aranmore Primary School:
   6.1 The Principal shall ascertain whether the student has any special educational needs which will require differential resourcing if schooling is to achieve educational outcomes appropriate to the student’s learning needs.
   6.2 Where the student has a disabling condition, disorder or significant health care needs, the Principal shall consult with the Special Learning Needs Team at the Catholic Education Office to ensure that the school has the resource capacity to make adequate provision for the student's specific educational needs.
   6.3 If the Principal determines that the school, after appropriate consultation as in 5(i) and (ii) above, does not have the financial and non-financial resources to respond to the student's educational needs then the parent(s) or guardian(s) may be referred to one of the Special Education Centres located in certain Catholic schools.

7 The Principal shall consult the Parish Priest of students seeking enrolment by prior to the Enrolment being confirmed. The consultation will be via a written reference.

8. By enrolling a child at Aranmore Primary School the parent accepts and acknowledges:
   8.1 That they will work in cooperation with the staff and priests of our school to foster the best possible Catholic Education for their child. This Catholic Education is in regards to the child’s faith, spiritual, academic social and physical learning.
   8.2 That they will abide by the policies and practices of Aranmore Primary School. The Parental obligations extend to policies or
8.3 Practises developed by Aranmore Primary School whilst their child/children are enrolled in Aranmore Primary School.
A Parent who is unsure of or wishes to discuss a policy or practice should consult the Principal.

8.4 That they have an obligation to fully support the fund-raising ventures of the Parents and Friends (P&F) organization. This support will be shown by being actively involved in administering one of the P&F functions and by attending the P&F’s monthly meetings.
The P&F funds provide additional amenities necessary for your child’s education supplementing what is provided by the school board’s budget.

9. A students continued enrolment at Aranmore Primary School is contingent on the child and parents’ continued support of the:
9.1 School’s policies and practices
9.2 Staff in their endeavours to achieve the school’s mission and goals.

10 If a parent or guardian has knowingly withheld information relevant to the application/enrolment process then the Principal reserves the right to refuse, or terminate enrolment on that ground.

11 Enrolment may take place at any year level, K-6. A parent of a Catholic Kindergarten student may defer the taking up of an offer of enrolment until the commencement of Pre-Primary as Kindergarten is not compulsory years of schooling. Places will be held on the proviso that full school fees are paid up front.

12 Enrolments must comply with Government entry age requirements.

13 Aranmore Primary School has classes in each grade from Kindergarten to Year 6. A child once enrolled in Aranmore Primary School will be able to complete his/her primary education within our school subject Procedures 5 and 6 and 7. Requests for holding of positions for K-6 for children already enrolled (e.g. if going on holiday), will be at the discretion of the Principal and also providing that school fees are paid up front.

14 Class Sizes
14.1 Kindergarten:
The class ceiling size will be held at 30 students per class.
The Kindergarten class is offered for three days per week from 8.45 a.m. – 2.45pm Tuesday, Wednesday, Thursday with an optional Friday (limited places)
14.2 Pre-primary:
The class ceiling size will be held at 30 students per class.
The Pre-primary is open for five full days from 8.45am until 3.00pm.
14.3 Year One to Six:
Class sizes will average 30, Year 1 – 3, 32, Year 4 – 6.

15 It should be noted by parents that completing an Application for Enrolment form and acceptance of the Application for Enrolment form by the school does not guarantee a place at the school nor does it guarantee an enrolment interview.

16 Enrolment at Aranmore Primary School is not a guarantee of enrolment in any other Catholic school.

17 The Principal, with assistance from the Aranmore Primary School Board, is responsible for developing the enrolment policy.

18 When enrolling students in the Three-Year Old Educational Program:
- Students shall have attained the age of three
- Enrolment into the program shall relate to participation in the program and not enrolment into the school. This point shall be advised that formal enrolment into kindergarten or subsequent year levels.
- It is recommended that the ‘Entry Form’ for the program be visually different from the enrolment forms of the school to assist in clarifying the situation with the program.

- The following entry priority shall be consulted for the program (provided the school is not operating the program under the Child Carte Act 2007 with the associated Child Care Benefit):
  
  a. Catholic students from the parish  
  b. Catholic students from outside the parish  
  c. Siblings of non-Catholic students  
  d. Non-Catholic students from other Christian denominations  
  e. Other non-Catholic students

Aboriginal students shall be given enrolment preference wherever possible and practicable.