

Our Lady of Lourdes School

29 Marda Way, Nollamara WA 6061

Telephone: (08) 9413 5300

Email: admin@ololnoll.wa.edu.au

Website: <https://www.ololnoll.wa.edu.au>



ENROLMENT APPLICATION Three Year Old Kindy

Thank you for your interest in submitting an Enrolment Application into Our Lady of Lourdes Primary School, Nollamara.

When submitting your application please include copies of the following documents:

- Birth Certificate
- Baptism Certificate
- Medicare Immunisation History Statement
- Medicare Card
- Visa Paperwork and Passport (if applicable)
- Citizenship Paperwork (if applicable)

Forms to complete include:

Enrolment Form (with all sections completed)

Parish Priest Reference (if applicable)

Data Collection Form

If your child is accepted into Our Lady of Lourdes, a \$100 enrolment Fee is required to confirm your acceptance, which is deducted from your school fees once your child starts at Our Lady of Lourdes. Please note however, that should you change your mind after the acceptance fee has been paid, this fee is non-refundable.

If there is a vacancy for the year level that you require, you will be contacted to arrange an interview time with the Principal. If there are no vacancies, the application will be placed on our waiting list and you will be contacted when a place becomes available.

Thank you again for your interest.

Kind Regards

Janet Harris

Administration Officer

Our Lady of Lourdes School

29 Marda Way, Nollamara WA 6061

Telephone: (08) 9413 5300

Email: admin@ololnoll.wa.edu.au

Website: <https://www.ololnoll.wa.edu.au>

OFFICE USE ONLY

Enrolment Fee \$ _____

Date Paid: ____/____/____

Cash / CC / EFT



ENROLMENT APPLICATION—Three Year Old KINDERGARTEN

STUDENT INFORMATION

Grade and Calendar Year for which application is being made: Grade _____ 20_____

Student Surname: _____

Aboriginal/Torres Strait Islander: Yes / No

First Name: _____

If yes to Aboriginal/Torres Strait Islander, then Group of Origin: _____

Preferred Name: _____

Nationality: _____

Gender: Male / Female

Australian Permanent Resident: Yes / No

Address: _____

If born outside of Australia:

State: _____ Postcode: _____

Visa number: _____ Expiry: ____/____/____

Date of Birth: ____/____/____

Date of arrival: ____/____/____

Birthplace: _____

Country of Citizenship: _____

Birth Certificate attached: Yes/No

Language Spoken at Home: _____

Religious Denomination: _____ Parish Priest: _____

Parish: _____ Suburb: _____

Date of Reception of Sacraments: Baptism Certificate Attached: Yes/No

Baptism _____ Reconciliation _____ First Communion _____ Confirmation _____

Present School _____ Location: _____ Year level: _____

FAMILY INFORMATION

FEMALE PARENT OR GUARDIAN

Title: _____ Surname: _____

First Name: _____

Address: _____

_____ State: _____ Postcode: _____

Religious Denomination: _____

Parish Priest: _____

Parish/Suburb: _____

Occupation: _____

Employer: _____

Home Tel: _____ Bus Tel: _____

Mobile _____

Country of Citizenship: _____

Email: _____

MALE PARENT OR GUARDIAN

Title: _____ Surname: _____

First Name: _____

Address: _____

_____ State: _____ Postcode: _____

Religious Denomination: _____

Parish Priest: _____

Parish/Suburb: _____

Occupation: _____

Employer: _____

Home Tel: _____ Bus Tel: _____

Mobile _____

Country of Citizenship: _____

Email: _____

CUSTODY/GUARDIANSHIP

Name of person(s) with legal guardianship of the student: _____

If applicable a copy of any Parenting or Restraint Order is attached. Yes/No

Any other conditions enforced at law? _____

SIBLINGS CURRENTLY ATTENDING OUR LADY OF LOURDES

Name	Year Level	Name	Year Level
_____	_____	_____	_____
_____	_____	_____	_____

SIBLINGS CURRENTLY ATTENDING OTHER SCHOOLS

Name	Year Level	School
_____	_____	_____
_____	_____	_____

EMERGENCY CONTACT DETAILS (OTHER THAN A PARENT/GUARDIAN)

Name: _____ Relationship to Student: _____

Address: _____

Contact Numbers: _____

Name: _____ Relationship to Student: _____

Address: _____

Contact Numbers: _____

STUDENTS INDIVIDUAL NEEDS AND MEDICAL INFORMATION

The school *Education Act 1999* requires the provision of:

- Details of any condition of the enrollee that may call for special steps to be taken for the benefit or protection of the enrollee or other persons in the school
- To assist the school to respond to individual requirements please detail any special needs your child has in the following area(s) that may affect his/her learning, participation or welfare during school hours.

Medical/Health Care _____

Medication _____

Physical _____

Orthoses/Prostheses _____

Psychological/Cognitive _____

Sensory (eg Vision/Hearing) _____

Behavioural or Safety _____

Communication _____

Allergies _____

If medication or medical/health care services are required during school hours please provide full details, name, contact number and signed authorisation by the relevant practitioner.

EXTERNAL SERVICE PROVISION

Does your child receive any services from an external agency, which may affect educational arrangements?

Yes / No If so please detail name of Service Provider and Contact No. _____

Please detail _____

Does your child require special Transport arrangements to and from school? **Yes / No**

Does your child receive Respite Care on a regular basis? **Yes / No**

MEDICAL INFORMATION

Family Doctor/Medical Clinic: _____

Address: _____

Contact Numbers: _____

Dentist/Dental Clinic: _____

Address: _____

Contact Numbers: _____

Medicare Number: _____ Private Health Fund: _____

Blood Group: _____ (If known)

Immunisation History Statement and Medicare Card attached Yes/No

MEDICAL EMERGENCY AUTHORISATION

I authorise the school to seek medical/dental attention, call an ambulance or to hospitalise my son/daughter when considered necessary. I further authorise the school that if an emergency occurs requiring surgery, anaesthetic, oxygen, blood transfusion, medication and I am unable to be contacted within a reasonable time, the school has the authority to agree to medically recommended treatment by an accredited medical practitioner on my behalf.

Signature of Parent(s)/Guardian(s): _____ Date: _____

FEMALE PARENT OR GUARDIAN

_____ Date: _____

MALE PARENT OR GUARDIAN

DISCLOSURE

Do you agree that the information supplied in the *Student Information and Family Information sections*, can be provided to the relevant Parish Priest? **Yes / No**

AGREEMENT (Please tick each box)

- I/we understand and accept that the completion of this application/enrolment form does not guarantee an enrolment interview. Successful applicants will be determined in accordance with the school's enrolment criteria.
- I/we understand and accept that attendance at an interview does not guarantee an enrolment offer being made.
- I/we understand that enrolment of a student in one Catholic school does not guarantee the enrolment of that student in any other Catholic school.
- I/we have completed this application form fully and to the best of my/our knowledge. Further, I/we acknowledge and accept that if it can be demonstrated that I/we have withheld information relevant to the application/enrolment process, especially in relation to this student's individual needs, medical conditions, health care requirements and/or Parenting Orders, then the enrolment may be refused or terminated on this ground.
- I/we have read and fully understand and agree that enrolment in a Catholic school means that we and our child will participate fully in all required aspects of the educational program of the school including the Religious Education program of the school.

- I/We will clothe our son/daughter in the required school uniform.
- I/We agree to abide by the policies and directions of Our Lady of Lourdes Primary School and the Catholic Education Commission of Western Australia as they are enacted from time to time.
- I/we have read and fully understand and agree to the terms and conditions set out in the School Fee Collection Policy.

PRIVACY ACT DECLARATIONS

- The School collects personal information, including sensitive information about pupils, parents or guardians, staff, school board members, Parents and Friends Association, volunteers and other school affiliated identities. The primary purpose of collecting this information is to enable the School to operate efficiently as an organization.
- Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection Laws. (If Appropriate)
- As a member of the School Board, Parents and Friends Association and other such related and school affiliated identities the School from time to time discloses personal information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish (If Appropriate) and other persons providing services to the School, including teachers, other staff, volunteers, parents, friends and students.
- If we do not obtain the information referred to above you may not be able to continue in your specified role.
- On occasions personal information collected from persons and/or identities sighted in point 4 is published in School newsletters and on our website.
- Persons and/or identities sighted in point 4 may seek access to personal information collected about them by contacting the School. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil.
- As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organizations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Principal Upon Acceptance: _____ Date: _____



Return Date:

Our Lady of Lourdes Primary School

Data Collection Form

This information is being collected to enable nationally comparable reporting of students' outcomes against the *National Goals for Schooling in the Twenty-First Century*. This information is collected in accordance with the school's Privacy Policy.

Note: If you need help with this form, please contact the school office on 9413 5300.

Name of student:

First name	Last name	Date of Birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Home address of student:

(No. and street name)	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

1 What is the student's sex?

Male	?	
Female	?	

2 Is the student of Aboriginal or Torres Strait Islander origin?

		<i>(office use only)</i>
No	?	4
Yes, Aboriginal	?	1
Yes, Torres Strait Islander	?	2
Yes, both Aboriginal and Torres Strait Islander	?	3

3 In which country was the student born?

		<i>(office use only)</i>
Australia	?	1101
England	?	2102
India	?	7103
Indonesia	?	5202
Ireland	?	2201
Italy	?	3104
Malaysia	?	5203
New Zealand	?	1201
Philippines	?	5204
Singapore	?	5205
South Africa	?	9225
United States of America	?	8104
Vietnam	?	5105
Other – please specify		

4. Does the student or their parent/guardian/carer speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often.)

		Student	Parent 1 / Guardian 1 / Carer 1 (Female)	Parent 2 / Guardian 2 / Carer 2 (Male)	<i>(office use only)</i>
No,	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1201
Yes,	Aboriginal English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8998
Yes,	Aboriginal language Specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes,	Afrikaans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1403
Yes,	Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4202
Yes,	Burmese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6101
Yes,	Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7101
Yes,	Croatian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3503
Yes,	Dinka	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9216
Yes,	Filipino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6512
Yes,	French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2101
Yes,	Gaelic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1101
Yes,	Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5203
Yes,	Indonesian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6504
Yes,	Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2401
Yes,	Japanese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7201
Yes,	Malay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6505
Yes,	Malayalam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5102
Yes,	Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7104
Yes,	Polish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3602
Yes,	Shona	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9207
Yes,	Portuguese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2302
Yes,	Punjabi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5207
Yes,	Sinhalese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5211
Yes,	Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2303
Yes,	Tagalog	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6511
Yes,	Tamil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5103
Yes,	Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6302
Yes,	Other - please specify				

5 (a) What is the highest year of primary or secondary school the parents/guardians have completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below.')

	Mark one box only in each column		
	Parent 1 / Guardian 1 / Carer 1 (Female)	Parent 2 / Guardian 2 / Carer 2	<i>office use only</i>
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	4
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	3
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	2
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>	1

5 (b) What is the level of the highest qualification the parents/guardians have completed?

	Mark one box only in each column		
	Parent 1 / Guardian 1 / Carer 1	Parent 2 / Guardian 2 / Carer 2	<i>office use only</i>
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>	7
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>	6
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>	5
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>	8

Please select the appropriate parental occupation group from the list on the following pages.

6 (a) What is the occupation group of Parent 1/Guardian 1/Carer 1 (Female)?

6 (b) What is the occupation group of the Parent 2/Guardian 2/Carer 2? (Male)

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

If the person has not been in paid work in the last 12 months, enter '8' in the box above.

Thank you for your time.

Please return this form to the school.

List of Parental Occupation Groups (for Question 6)

Group 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals

Elected officials (mayor parliamentarian, alderperson, trade union secretary, board member)

Senior executives/general managers/department heads in industry, commerce, media or other large organisation

- **Public sector manager** (public service manager (section head or above), regional director, hospital/health services education)
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** (Commissioned Officer)

Qualified professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

- **Health** (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)
- **Education** (primary/secondary school teacher, university lecturer, professor, VET, special education)
- **Law** (lawyer, judge, barrister, coroner, solicitor, legal officer)
- **Engineering** (architect, surveyor, chemical/civil/mechanical/mining engineer)
- **ICT** (computer systems manager, designer, software and applications programmers)
- **Science** (all scientists)
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- **Social** (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Group 2: Other business managers/professionals and associate professionals

Other business managers/professionals

- **Farm/business owner/manager** (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
- **Specialist manager** (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
- **Finance** (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)
- **Retail sales/services manager** (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)
- **Arts/media** (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)
- **Sportsperson** (coach, trainer, sports official, sportsperson)

Associate professionals generally have diploma/technical qualifications and support managers and professional

- **Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**
- **Health** (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- **Legal** (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)
- **Defence Forces** (senior non-Commissioned Officers [NCO])
- **Other** (library assistant, museum/gallery technician, research assistant, proof reader)

Group 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

Tradespeople generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)

Advanced/intermediate clerical, office, sales, carer and service staff

- **Recording clerk** (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Inquiry/admissions clerk** (customer inquiry/complaints/service clerk, hospital admissions clerk)
- **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
- **Sales** (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)
- **Carer** (aged/disability/refuge/child care/welfare support worker, nanny, nursing support)
- **Service** (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers)

Group 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

Machine operators

- **Driver or mobile plant operators** (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators)
- **Production/processing machine operator** (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators)
- **Other machine operator** (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner)

Sales office, hospitality staff and other assistants

- **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)
- **Office** (typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk)
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks)
- **Assistant/aide** (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)

Defence Forces ranks below senior NCO

Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)

Other worker (labourer, factory hand, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

PARISH PRIEST REFERENCE FORM

The Catholic education commission of WA policy Statement on Student Enrolment requires the enrolling Principal to consult with the Parish Priest.

Completion of this form and presentation to the Parish Priest forms part of the enrolment process for Our Lady of Lourdes Catholic Primary School. Contact should be made with the parish Secretary, to find out the process for the Parish.

TO BE COMPLETED BY THE PARENTS

To the Parish Priest at:

Name of Student:

Address:

Phone Number:

Name of Mother: Name of Father:

Current School (if applicable)

If Government school, does child attend school scripture classes in the Parish? **YES / NO**

In a Catholic school, the parish and the school work in close collaboration with parents in fostering the faith development of the students. How do you see yourselves as parents fitting into the life of your parish?

.....
.....
.....

TO BE COMPLETED BY THE PARISH PRIEST OR HIS DELEGATE

Please complete the information below in reference to the family information above.

Q1. Is the family involved in the life of the Church? **YES / NO**

Q2. Do you believe that parental attitudes towards the values, beliefs and practices of the Catholic Faith are such that the school and home would be able to work successfully in the areas of Faith Education?

.....
.....

Q3. Are there any pastoral circumstances you consider need to be taken into account in the decision about this student's enrolment in our school?

.....
.....

Q4. Any other comments:

.....
.....

Signed: Date:

To the Parish Priest: Once form is completed please send to Our Lady of Lourdes, Nollamara via admin@ololnoll.wa.edu.au Thank you.



TOPIC	School Fees Setting and Collection
DOMAIN	Stewardship
POLICY No.	2-C12
ORIGINAL RELEASED	1994
DATE FOR REVIEW	2021

Our Vision

Our Lady of Lourdes Catholic Primary School seeks to offer excellence in education, enlivened by the Life and teaching of Jesus Christ in a school community where the dignity of each person is valued.

School Motto

'Honor Pretiosor Auro'

Honour is more precious than gold

Our motto reminds us to look to Jesus Christ, whose life and teaching inspire us to live life with honour, seeking justice for all.

RATIONALE:

Our Lady of Lourdes Primary School supports The Catholic Education Commission of Western Australia (CECWA) in its responsibility to make a Catholic education available to all Catholic students whose parents seek a Catholic education for them, insofar as this is possible, while embodying the Church's preferential option for the poor and disadvantaged. Our Lady of Lourdes Primary School has a responsibility to communicate the financial constraints under which they operate, to parents enrolling their children in the school. Parents are asked to make a commitment to support the school's education programme financially by paying fees.

The Bishops of Western Australia have approved the collection of school fees from parents as a necessary contribution to the costs of delivering a Catholic education.

DEFINITION:

For the purpose of this policy School Fees shall be considered to be tuition fees, levies and other charges (e.g. excursions, camp fees, amenities etc.).

In diocesan accountable schools, such as Our Lady of Lourdes Primary School, School Boards have a managerial role with regard to the setting and collecting of school fees.

PRINCIPLES:

1. All schools shall have a direct relationship between school fees and the socio-economic status of the school community.
2. The School Board has the responsibility for the financial management of the school and, consequently, is responsible for the collection of school fees.
3. The School Board shall actively pursue the collection of school fees where parents have the capacity to pay fees.
4. The inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any child from Our Lady of Lourdes Primary School.

5. The withholding of services to students will not be used as a fee collection strategy.
6. Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payment of school fees.
7. Families with limited financial resources and means tested family concession cardholders e.g. (Health Care Card) have an entitlement to claim some form of fee concession. Requests for fee concessions shall be treated with dignity, compassion and confidentiality.
8. Where parents and/or guardian have the capacity to pay fees, the collection of school fees shall be actively pursued.

PROCEDURES:

1. Annual fees and charges including maximum increases shall be set by the School Board in accordance with CECWA advice provided during the budget process each year.
2. On application for enrolment parents will be provided with the school's fee policy. This includes details of any additional charges and information relating to the school's fee concession policy. (Any clarification needed by the parents about the school's fee policy can be given at the initial enrolment interview).
3. The School Board shall determine the level of sibling discounts. The following discount levels apply:

1st child	0%
2nd child	20%
3rd child	40%
4th child & beyond	100%

4. Kindergarten fees shall be charged as a proportion of the respective first child full time fee.
5. The CECWA decision regarding automatic tuition fees discounts for the holders of eligible means tested family concession cards shall be implemented. The fee level shall be that which is communicated to schools the Catholic Education WA during the budget process each year.
6. School fees comprise the following:

a) **Building Levy:**

The Building Levy is charged on a per family basis. Income from the Building Levy is used for capital items, e.g., repayments on loans for buildings as determined by Catholic Education of Western Australia.

b) **P & F Levy:**

This voluntary levy is collected by the P & F via the school fee account to limit fundraising during the course of the year.

c) **Amenities Fee:**

The Amenities Fee is charged per child. The money is used: to purchase a wide range of textbooks, stationery, art and craft materials and other sundry items consumed by the children during the course of the year. IT Levy, athletics and copying charges are also included.

d) **Excursions**

Includes all excursions and incursions during the year, swimming lessons, Edu-dance and sporting activities.

e) **Sacramental Programme Fees and Student Insurance**

These fees are charged separately.

f) Year Six Camp and Graduation Shirt:

These fees will be added to the yearly account.

g) Application for Enrolment Fee:

A \$100 Application Fee is charged to ensure places sought are bonafide. If the place available is not accepted the Fee is not refundable.

7. Terms of Payment:

School Fees are payable on receipt of statement. A 3% discount is offered on the tuition fees component only, to families who pay the full annual amount by a set date early in the school year. If this option is not exercised, then the school fees can be paid by instalments by completing the fee payment form.

8. Payments Options:

Fees may be paid by cash, cheque, Direct Debit – from bank account or credit card, B-Pay or EFTPOS. Families are required to complete a fee payment form to indicate how and when they will be paying.

9. Collection of Outstanding Fees:

Our Lady of Lourdes Primary School shall ensure that, prior to taking legal action, all reasonable efforts have been made to contact parents and/or guardians in order to resolve fee payment issues. The following procedures to negotiate a fee repayment strategy will be as follows:

- a) Should the parent/guardian ignore the request for payment of School fees and charges a phone call will be made about the non-payment of fees. Dependent on the outcome of the conversation, this may be followed up with written correspondence or a meeting with the Principal.
- b) Should the parent/guardian fail to respond to all reasonable efforts to collect the outstanding fees, another letter will be sent advising that the matter will be handed to a debt collection agency or solicitor for recovery action. Any additional costs will be added to the account.

10. Reimbursement of fees:

In the event of a family withdrawing a child from the school mid-term, there will be no reimbursement of fees due for that term. Reimbursement will be made for any remaining full terms.

Fees paid on an annual basis will be reimbursed for any remaining full terms.

If the annual fee was paid and thereby attracted a discount, reimbursement may be offered but a re-calculation will be carried out so that the discount is cancelled. Individual cases will be treated on their own merits and the Principal's decision will be final.

11. Mid-term enrolment:

A family enrolling a child mid-term will be charged for the number of weeks remaining in that term plus any additional full terms remaining in that school year. Other charges will be charged pro-rata.

12. Enrolment:

No family will ever be refused a place in the school because of financial difficulties. Families experiencing hardship are invited to approach the Principal to discuss their circumstances and to arrange mutually satisfactory terms for payment. Requests for special terms must be negotiated each year.