



Dear Parents and Guardians

Thank you for your interest in enrolling your child/children at Matthew Gibney Catholic Primary School, High Wycombe.

Our Enrolment Policy is available on the school website and our Enrolment Officer, Tania Kays, is available to answer any questions you may have about the enrolment process. Mrs Kays can be contacted on 62168400 or email enrolments@gibney.wa.edu.au

The Matthew Gibney Catholic Primary School Enrolment Procedure is attached to this letter and can be located on the website. Please complete an *Expression of Interest* (EOI) form from our website to register your interest in enrolling and an enrolment pack will be sent to you.

Please ensure all required documentation, forms and certificates are attached. The application process cannot commence until all relevant documentation has been received.

Application checklist:

- Student Enrolment Application Form
- Parent Code of Conduct
- Non-Refundable Application Fee (\$40) per family
- Birth Certificate
- Baptism Certificate
- Immunisation Certificate (from MyGov website)
- Parish Priest Reference Form
- National Data Collection Form
- Australian Passport/Citizen Cert if both parents and/or student is born outside of Australia.
- Custodial Orders (if applicable)

Completed applications can be hand delivered to the school, emailed, or posted.

Email: enrolments@gibney.wa.edu.au

Post: 30 Munday Road, High Wycombe, 6057.

Once again thank you for your interest in enrolling at our school and I look forward to discussing your enrolment with you.

Yours sincerely

Therese Hussey
PRINCIPAL



MATTHEW GIBNEY CATHOLIC PRIMARY SCHOOL ENROLMENT PROCEDURE

Rationale

Matthew Gibney Catholic Primary School is a single stream co-educational school catering for students from Kindergarten to Year Six. The school offers an optional Pre-Kindergarten Program for students when they turn 3 years of age. Matthew Gibney Catholic Primary School follows the guidelines and policies established by Catholic Education WA Ltd.

Procedure for Application

- An Expression of Interest form (EOI), available on the school website must be submitted for a child seeking enrolment. <https://www.gibney.wa.edu.au/enrolment/>
 - An application form will be emailed. The application form will need to be lodged with the school, either by email, post or in person.
 - A copy of the child's Birth Certificate, Baptism Certificate, and Immunisation History Statement (from MyGov website) must be submitted with the application.
 - Kindergarten is the first year for full enrolment into the school. A Pre-Kindy program is available; however, a separate enrolment acceptance is required for enrolment into Kindergarten or subsequent year levels.
 - Enrolment in Kindergarten guarantees enrolment into all other year levels.
 - An interview with the Principal (or Principal's delegate) is required as part of the enrolment process. The parents and the child are required to attend the interview.
 - In the event that there are no vacancies in a particular class the applicant will be offered a place on a wait list. A wait list place will be maintained for a period of 12 months.
 - A \$40 Application Fee (per family) is required for all applications. The fee is non-refundable and does not guarantee enrolment.
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Interview

- An interview with parents and the child is required prior to confirming an enrolment at the school.
- Parents will be notified of the date and time for the interview.
- Parents will be notified at interview, or shortly following the interview, the status of their child's enrolment.



- Parents will receive a letter confirming enrolment. Parents will be asked to sign and complete an Acceptance of Place and an Enrolment Agreement.
- A \$100 Enrolment Deposit per student is required to secure the enrolment. This will be deducted from the first semester school fees. The Enrolment Deposit is non-refundable should an application be withdrawn without one term's notice. Any adjustment of this procedure will be at the discretion of the Principal.

Selection Criteria

The priority when enrolling students is as follows:

- Siblings of students currently attending Matthew Gibney Catholic Primary School.
- Catholic students from St Francis of Assisi Parish with a Parish Priest reference.
- Catholic students from another Parish with a Parish Priest reference.
- Other Catholic students.
- Non-Catholic students from other Christian denominations.
- Other Non-Catholic students.

The Principal, in conjunction with the Parish Priest, has discretion for the enrolment of special cases. No application is refused based on financial hardship.