



Last reviewed: November 2024

Next review date: November 2025 by Director Marketing and Enrolments

The purpose of this policy is t



Enrolment at St Mary's will be continuous provided the following conditions are met:

The regulations and procedures of St Mary's are satisfactorily observed in all respects.

The student upholds the values, standards and expectations of St Mary's.

The student gives her best with her academic and cocurricular pursuits.

St Mary's terms of payment for tuition and other educational fees are met.

St Mary's is provided with a copy of the student's up to date Australian Immunisation Record as required under the Public Health Act.

Boarding status can only be changed with the approval of the Principal. The Principal has the absolute discretion to change the status of a boarder to a day student or a day student to a boarder.

A student is enrolled when the parents/guardians accept St Mary's offer of a place in writing, the endowment fee is paid and full student details are provided. Meeting these requirements is consistent with Section 16 of the Education Act and Regulation 5 of the School Education Regulations 2000 (WA).

On enrolment, St Mary's opens a student record under the School Curriculum and Standards Authority Act 1997 (WA) and notifies School Curriculum and Standards Authority.

The Principal ensures that an Enrolment Register (capable of being made available in hard copy) is kept. Records are kept for seven years from the date enrolment ceases. For more information refer to our Enrolment Register Policy.

Both parents will receive information regarding their daughter's education unless a Court Order is applicable.

St Mary's will use the contact details as provided on the Application for Enrolment or any subsequent updates.

For day students, whether the withdrawal is at the parents' or St Mary's instigation, a full term's notice is to be provided in writing to the Principal before the withdrawal of the student from St Mary's. Without a full term's notice, one term's tuition fees will be payable.

For boarding students, whether the withdrawal is at the parents' or St Mary's instigation, boarding fees must be paid for the remainder of the year and tuition fees must be paid for the ensuing term.

It is important that St Mary's has accurate enrolment information for all students. Parents/guardians are required to

Sex Discrimination Act 1984 (Cth)

Disability Standards for Education 2005 (Cth) as established under the Disability Discrimination Act 1992 (Cth)

Equal Opportunity Act 1984 (WA)

Racial Discrimination Act 1975 (Cth)