



NAGLE CATHOLIC COLLEGE

PO Box 97  
GERALDTON 6531  
Telephone: (08) 9920 0500  
Fax: (08) 9920 0515  
E Mail Address:  
admin@ncc.wa.edu.au  
Website: www.ncc.wa.edu.au

## ENROLMENT POLICIES AND PROCEDURES

### 1 . . . CONDITIONS FOR ADMISSION

PLEASE DETACH AND KEEP

1. Nagle Catholic College is a Catholic school. The first condition for admission is that the potential student and parents accept the values underlying the Catholic philosophy of education, and that the student undertakes to participate fully in the faith practices and observances of the school.
2. First preference in admission is given to families who are actively associated with the Catholic Church. It is not desirable to admit students who would be disturbed because the values, beliefs and practices which are nurtured by the school are not encouraged and supported in the home. It is not possible to separate the educational and spiritual aims of the school.
3. When accepting a place at the College, the potential student and parents accept the obligation that the student will abide by the College rules and standards of conduct and behaviour.
4. In accepting a place for their child at Nagle Catholic College, the student's parents undertake to be supportive of the aims and programs of the College, and to participate in the functions organised from time to time for the full College community.
5. Students are enrolled on the assumption that they are able to benefit from the academic and other programs of the College. It is to be understood that students, as well as receiving benefits, are expected to contribute to the academic and general life of the College.

## 2 . . . ENROLMENT POLICIES

1. Applications for enrolment are accepted in the context of the Conditions for Admission stated on the previous page.
2. Parents should understand that the College's acceptance of an application for admission does not guarantee a place, but simply includes the student's name on a waiting list with other candidates. The parents will be contacted early in the year prior to commencing and advised whether it is possible to offer a place.
3. Priority in offering places at the College is as follows:
  - practising Catholics from the parishes;
  - Catholic students from Catholic primary schools, with a Parish Priest's reference;
  - Catholic students from other primary schools, with a Parish Priest's reference;
  - other students from Catholic primary schools;
  - students from other Christian denominations;
  - other students;

The Principal always has the right of discretion in the enrolment of students.

## 3 . . . APPLICATION PROCEDURES

1. Application is made on the form headed "Application for Admission".
2. This form is sent to the College with a non-refundable Application fee of \$110 and a photocopy (not the original) of the student's Baptism Certificate and a copy of the most recent school report.
3. The College will immediately post to parents an Acknowledgement of Receipt of Application for admission. This acknowledgement is **not** an indication that the application has been successful.
4. Early in the year prior to the date of entry, parents to whom a place may be offered will be asked to complete an Enrolment Application Form, submit a reference from their Parish Priest, and to arrange an interview with the Principal.
5. As soon as possible after the interview, parents will be advised of the outcome of their application.
6. Once a student has commenced at the College, parents are required to give a full term's notice in writing of their intention to remove the student; they are otherwise liable to pay the full term's fee. The same obligation applies to the boarding fee. The fee schedule and payment policy are included in the College prospectus.
7. If an account for **Outstanding Fees** is placed with the College Debt Collection Agency and incurs a commission and/or legal fees, these fees will be charged to the Family account.

# APPLICATION FOR ADMISSION

## OFFICE USE ONLY

|           |                |             |  |
|-----------|----------------|-------------|--|
| Class Yr: | Year of Entry: | Boarder     |  |
|           | Year of Exit:  | Day Student |  |

STUDENT SURNAME ..... CHRISTIAN NAMES .....  
*(Please print)* *(Underline the one normally used)*

DATE OF BIRTH ..... PLACE OF BIRTH ..... GENDER .....  
*(if born outside of Australia please provide a copy of the child's Visa information or Citizenship Certificate)*

**NAME OF PARENT / GUARDIAN**

(MR / MISS / MS / MRS) ..... OCCUPATION .....

**NAME OF PARENT / GUARDIAN**

(MR / MISS / MS / MRS) ..... OCCUPATION .....

POSTAL ADDRESS .....

SUBURB ..... STATE ..... POSTCODE .....

RESIDENTIAL ADDRESS .....

SUBURB ..... STATE ..... POSTCODE .....

EMAIL ADDRESS .....

MOBILE PHONE ..... WORK PH ..... HOME PH .....

NAME OF PRESENT SCHOOL ..... PRESENT CLASS .....

DATE OF ENROLMENT AT PRESENT SCHOOL .....

I APPLY TO ENROL MY SON / DAUGHTER IN YEAR ..... FOR THE CALENDAR YEAR OF .....  
 AS A **DAY STUDENT / BOARDER** *(please circle)*

Are there any brothers or sisters who have either attended or currently attend the College?

**YES / NO** *(please circle)*

If YES please give Name, Year of Entry and their House Faction: .....

.....

PLEASE COMPLETE REVERSE SIDE

DO NOT DETACH

Religion of Father.....Mother.....Student.....

Sacraments Received by Student.....

PRESENT PARISH..... PARISH PRIEST.....

DATE..... SIGNATURE OF PARENT / GUARDIAN.....

Photocopy of Baptism Certificate (NOT ORIGINAL) a copy of the most recent school report and latest NAPLAN results (if applicable) to be included with application together with an APPLICATION FEE of \$110.00. If your child's application is unsuccessful and you wish to remove your child's name from the Waiting List, 50% of the application fee will be refunded, upon request.

I/we understand and accept that the completion of this application 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.

| FOR OFFICE USE ONLY            |  |
|--------------------------------|--|
| Date of Application            |  |
| Application Fee                |  |
| Baptism Certificate Received   |  |
| School Report Received         |  |
| NAPLAN Received                |  |
| Visa/citizenship Cert Received |  |

PLEASE COMPLETE REVERSE SIDE