

Enrolment Policy 2016

Aims

- A.** To accept and welcome families into the school community
- B.** To keep the school small enough to create a personalised and caring community, while having enough students to provide a peer group for all ages and for the school to remain financially viable.

Scope and Application

This policy is available on the school website.

This policy applies to:

- A.** Employees
- B.** Students
- C.** Parents

Principles

- A.** In accordance with our belief in equity and social justice, no student will be denied enrolment on the basis of sex, religion, race, socio-economic status, special needs, etc. unless to enrol them would cause unjustifiable hardship to the school community.
- B.** When determining priority for enrolment, consideration is given to:
 - Date of application for enrolment
 - Spaces available in the school
 - Spaces available in specific classes
 - Students with siblings enrolled at the school.
 - Connection with the school through a school community member.
 - The student's and family's past relationship with the school
 - Students whose families believe in the aims and philosophy of Kerry Street and who are likely to become actively involved in the school community.
 - Students likely to remain at the school for a significant time.
- C.** Our maximum enrolment is 75 full time equivalent students.
- D.** Overseas students are accepted if the term is under 3 months. If government funding is to be sought, appropriate visas will be sighted prior to enrolment. The family will be expected to pay an amount equivalent to any funding lost through their enrolment, in addition to school fees.

Responsibilities

- A. Council**
 - 1.** Monitoring and revising this policy as needed
- B. Coordinator**

1. Meet with prospective families
2. Determine whether a place is available for a student to begin a trial and to determine whether a place will be offered
3. Ensure the new family has all the information they need about the school and the school's expectations and determine any special needs the family may have.
4. Ensure appropriate forms are completed and acted upon.

C. Administration Staff

1. Manage enquiries and correspondence to and from prospective families via email, phone and post
2. Liaise with coordinator to set appointments for tours
3. Maintain waiting lists
4. Collect enrolment contracts and ensure all paperwork is supplied including birth certificates, immunisation records, allergy information and previous school.
5. Send transfer notes if applicable
6. Invoice enrolment application, enrolment bonds, tuition fees and levies
7. Update all school records to ensure that enrolment registers, evacuation and excursion records, email and contact lists are consistently up to date

D. Class Teacher

1. Advise Coordinator on any circumstances which may preclude the offering of a place to the student.

E. All staff

1. Speak with prospective families about the school and their needs.
2. Link the new family with a buddy/existing family.

F. New family

1. Complete required forms and fulfil responsibilities described therein
2. Meet with Coordinator and class teacher to discuss needs of the student and the school

Related Legislation

- A. Legislation relates to equal opportunity and details may be found in Policies and Procedures Guidelines for Schools, AISWA file, Section 20: Compliance Issues

Related Kerry Street Documentation

- A. Kerry Street Community School Constitution
- B. Application for Enrolment Form
- C. Enrolment Contract (updated annually)
- D. Enrolment File
- E. Parent Handbooks (updated annually)
- F. Policies including:

1. Non-discrimination Policy
2. Child Protection Policy
3. Curriculum Policy
4. Reporting to Parents Policy
5. Fee Policy
6. Records Policy
7. Privacy Policy

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or the Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination of contract.

Attachments

- A. Enrolment Procedure
- B. Enrolment Enquiry
- C. Enrolment Application Form
- D. Enrolment Contract 2017

Authorisation and Review

- A. This policy was authorised by the Kerry Street Council on 14/3/05
- B. Reviewed by meeting of staff and council on 13/1/06
- C. This policy was reviewed September 2012
- D. This policy was reviewed by council and Coordinator on 12/9/2013
- E. Reference to temporary enrolments removed 1/11/13
- F. Reviewed August 2014 by Council and Coordinator. Changes accepted on 4th September 2014 at Council Meeting.
- G. Reviewed 04-09-2016
- H. To Be reviewed August 2017

Helen Sugars Duff

Enrolment Policy 2016 - Attachment A

Enrolment Procedure

All enrolments are treated on a case by case basis and some of the following steps may be omitted, for example, the Application for Enrolment Form, depending on the circumstances.

1. The prospective family makes contact with the school office. A brochure may be sent and/or information given.
2. The family visits the school and speaks with the class teacher and/or the Coordinator.
3. Before or during the school tour, it will be made clear to the family what the current situation is in regard to available places and what the enrolment procedure entails.
4. The expectations of the school in regard to the family's (both student and parents) responsibilities and commitment to the school and the school community will be described.
5. Any special or unusual requirements, arrangements or conditions will be discussed. (eg overseas students, students with special needs).
6. The family is invited to fill in an Application for Enrolment and pay the application fee.
7. In the case of the whole school or a particular class being full, the Application for Enrolment fee will be kept. When a place becomes available, the family will be contacted and invited to begin a trial or commence enrolment.
8. In cases where a student is enrolling in an existing class and a space is available, a trial may be suggested to occur as soon as practically possible
9. In the case of an application being received for a starting date sometime in the future, the trial may be at the time of application or when the student starts at the school. This is at the discretion of the class teacher or Coordinator.
10. At the end of the trial week, the class teacher and the Coordinator will decide if the student will be offered a place at the school.
11. The family will be notified in writing that their application has been successful/unsuccessful.
12. In the specific instance of Pre-Kindergarten and Kindergarten students who have applied to begin school the following year, confirmation of enrolment will be given to the families at the earliest opportunity.
13. The Enrolment Bond will be invoiced with the letter of acceptance
14. Once the family accepts the offer of a place and the enrolment bond is received, the student is considered formally enrolled.
15. A Parent handbook is given to the family at the commencement of enrolment.
16. At the beginning of each year, a re-enrolment contract will be completed by all families so administration can maintain current details of emergency contacts, medical information, parental permissions and to acknowledge and accept any changes/increases involving fee clauses or fee amounts.
17. Each term's fees are due by the Friday of the first week of each semester.

- 18.** One term's notice is required for withdrawal from the school (10 teaching weeks), not inclusive of school holidays. If the notice is shorter than one term, the enrolment bond for each student will be retained by the school.
- 19.** At the beginning of term four, all families are notified and asked to confirm their continuing enrolment for the following year, to the best of their knowledge.

Enrolment Policy 2016 - Attachment B



Enrolment Enquiry

(Office use only - applications file and message book)

Date: _____

Name of person making enquiry: _____

Mobile number:										
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Other phone: _____

Email address: _____

Student Names and Dates of Birth:

1 _____ D.O. B _____

2 _____ D.O. B _____

3 _____ D.O. B _____

4 _____ D.O. B _____

Are there any particular student needs you wish to discuss or initial questions?

Reason if moving from another school: _____

How did you hear about Kerry St? _____

(Coordinator's use) Response date: _____ Info pack sent: Y / N

Enrolment Fee paid ____/____/_____

Appointment made: Y / N | Appointment Date: _____

Enrolment Policy 2016 - Attachment C

Application Reference Number: _____ (OFFICE USE ONLY)



COMMUNITY SCHOOL

Enrolment Application

Date: _____

Student Name: _____

Date of Birth: _____

Address: _____

Home Phone: _____

Mother's Name: _____

Address: _____

Phone (hm): _____ | (wk): _____ (mob): _____

Email: _____

Mother's Signature: _____

Father's Name: _____

Phone (hm): _____ (wk): _____ (mob): _____

Address: _____

Email: _____

Father's Signature: _____

(Coordinator's use below here)

Date tour completed: _____

Date classroom observation by parent/s completed: _____

Application Approval date: _____

Date Letter of Offer sent: _____

Date Non-Refundable enrolment bond received: _____

ADDITIONAL STUDENT INFORMATION

Education and Social Interaction

Student Name:

Does your child have any particular skills, interests or abilities?

Do you have any concerns about your child's learning or social interactions?

Are they likely to require extra help in order to achieve general educational standards for their year group?

Have any particular strategies been put in place to assist your child in learning or play situations?

Is there anything else you would like to tell us about your child as an individual?

Parent Signature:

This information is confidential and will inform an individual approach to your child's learning and social interactions within the school community. Please return it together with your enrolment application.

Enrolment Policy 2016 - Attachment D



Community School

Enrolment Contract 2017

Documents needed for enrolment:

- Birth Certificate
- Immunization Docs

Child's Name	
Birthdate	
Country of Birth	
Enrolment Date <small>(Today's date)</small>	Previous School
Address	
Home Telephone Number	
Mother's Name	Phone (hm)
Address	Phone (wk)
	Mobile
	Email
Father's Name	Phone (hm)
Address	Phone (wk)
	Mobile
	Email
Invoices to be emailed to:	
<p>Emergency Contacts <i>Emergency contacts may be called in situations including injuries or ill health, whole school emergencies such as a fire, if a child is not picked up from a school activity, or if a child is seriously misbehaving. It is important for the school to be able to contact someone your child trusts who can pick them up from school and/or provide information about the possible whereabouts of you or your partner. Please don't put your own contact details here; we will try the above numbers first.</i></p>	
Name	Phone (daytime)
Relationship	Mobile
Name	Phone
Relationship	Mobile
Name	Phone
Relationship	Mobile
Comments	

It is a requirement that both parents/guardians sign all aspects of this section before enrolment can be finalised.

Topic	Details: Please initial each line (or complete as appropriate).	
Fees	I/We agree to pay \$595 per term in school fees plus additional costs incurred by the school on behalf of my child, including excursions, camps and personal accident insurance.	
	I/We agree to pay fees within 30 days of issue of invoice. If unable to pay for each term in advance, I will contact the BURSAR to arrange to pay by instalments.	
	I/we understand that if I do not contact the BURSAR prior to the due date of any invoice, a \$50.00 administration charge for tuition fees and a \$5.00 fee for all levies will be added to my account. If a direct debit is dishonoured a \$5.00 fee will be charged per failed transaction.	
	I/we understand that if fees or payment plans fall into arrears by 90 days, attendance at the school cannot be continued until all fees are up to date with a new enrolment bond paid at the current rate. In the event that an enrolment bond is applied to cover arrears, a new enrolment bond, at the current rate, will be payable to confirm enrolment.	
	I/We understand that the school fees are broken into 4 terms and each term attended must be paid in full even if I start / leave the school part way through the term.	
	I/We agree to give the school a term's notice before leaving the school, should I choose to do so. In this case, the enrolment bond will be applied to the student's account.	
	I/We understand that the enrolment bond will be retained by the school if a full term's notice is not given.	
	I/we understand that I am/we are jointly and severally responsible for all tuition fees and charges associated with attending Kerry Street Community School	
	I/We agree to pay any costs incurred in the recovery of monies owed to the school, such as debt collector fees or court fees.	
	I/we understand that school fees will not be reimbursed in part if a student is absent due to illness, leave or suspension.	

Please list the person/s to be invoiced for all school fees and extras.

I _____ have read the above fee information and agree to all the conditions listed.

Signed _____ Relationship to Child _____

I _____ have read the above fee information and agree to all the conditions listed.

Signed _____ Relationship to Child _____

If you wish to request that your fees be split between 2 individuals, please make an appointment with the coordinator to request an "Authority to Invoice Separately" form. Both parents/guardians must be present at this meeting.

Participation

Kerry Street relies heavily on the active participation of the school community. To ensure an even spread of the workload and expense involved in the school's upkeep and day to day operation, each family is required to make a minimum contribution, preferably by participation or if unable to do so, by financial compensation. Each area of participation has an alternative level of financial contribution. Participation in all 4 areas is required. If you are unable to do your share of the work, you will be charged a levy to compensate the school for the extra work or expense incurred by others.

Topic	Details: Please initial each line (or complete as appropriate).	
Cleaning Roster	I agree to participate in the cleaning roster each term. If I do not wish to participate, I will pay within 30 days of issue of invoice, the relevant component of the Participation Levy. (\$50)	
Lunch Roster	I agree to participate in the lunch roster each term. If unable to participate, I agree to pay within 30 days of issue of invoice, the relevant component of the participation levy (\$50)	
Busy Bees	I agree to participate in one of the scheduled busy bees each term. If I do not wish to participate, I will pay within 30 days of issue of invoice, the relevant component of the participation levy. (\$100)	
Parent Position	I agree to participate in community jobs through the term. If unable to participate, I agree to pay within 30 days of issue of invoice, the relevant component of the participation levy (\$100)	
Community Contributions	I accept that I will be charged the relevant component of any of the participation levies if I do not honour my commitment, and also that further charges may be levied to cover costs. I undertake to meet these charges as soon as I become aware of them.	

I _____ have read the above participation information and agree to all the conditions listed.

Signed _____

I _____ have read the above participation information and agree to all the conditions listed.

Signed _____

Communications

The coordination of the day to day participation of Kerry St community members requires regular communication. The arrangements listed below are important to keep things running.

Topic	Details: Please initial each line (or complete as appropriate).	
Email	<p>The school produces a regular newsletter which is distributed by email. I will read this in order to keep up my family's involvement in school activities and our commitments to the school community.</p> <p>Please send newsletter to Mum <input type="checkbox"/> Dad <input type="checkbox"/></p> <p>I do not wish to receive the newsletter by email, I will arrange with the Coordinator to receive a hard copy.</p>	<p>Hard copy Yes/No</p>
	<p>I would like to be on the school email list and receive school information (includes newsletters) and forwarded information of general interest, e.g. community events, workshops etc. Mum <input type="checkbox"/> Dad <input type="checkbox"/></p>	<p>Yes / No</p>
Contact List	<p>I give my permission for the following details to be published on a class contact list:</p> <p>Child's name, first name and surname of parents, mobile numbers and email address</p> <p>Mum <input type="checkbox"/> Dad <input type="checkbox"/></p>	<p>Yes/No</p>
Associations Register	<p>Kerry Street is required to keep a register of all members of the Association. I wish to have my name and email <input type="checkbox"/> or name and address published <input type="checkbox"/></p>	
Internet Agreement	<p>I agree to my child having supervised access to the internet at school.</p> <p>My child and I have signed a Kerry Street Students' Internet Agreement and we are aware of the commitments that we have made.</p>	
Use of School Computers	<p>Family and Community members use the school computers at times.</p> <p>This may only be done by arrangement with the Coordinator and excludes the opening of emails and downloading of programs unless related to school business and authorised by the Coordinator. My family agrees to abide by the conditions above and also not to indulge in any abuse of copyright or accessing of inappropriate content.</p>	
Confidential Declaration &	<p><i>As parents are often volunteers at school, we ask that all parents sign a confidential declaration when enrolling their child. This is part of our duty of care policy.</i></p> <p>I have completed the Confidential Declaration.</p>	
Working with Children Check	<p>I/we understand that a valid working with children check card must be supplied by each individual family member who wishes to stay overnight on school camps, prior to attending.</p>	
Family Court	<p>Is there any information the school should have about restrictions to access to your child or other court related determinations? If so please see the Education Coordinator with any documentation related to this, including but not exclusive to: Standing Orders, lists of people with access to the child/children.</p>	<p>Yes / No</p>

Topic	Details: Please initial each line (or complete as appropriate).	Sign
Medical Consent	I consent to my child being treated in an emergency by local or family doctor or Fiona Stanley Hospital, at the discretion of the responsible adults at the time. I accept full responsibility for all costs incurred.	
Child's Doctor	Name: Address: Telephone Number:	
Immunisation	Is your child immunised? If No, please fill out a Notification of Non-Vaccination form	Yes/No
First Aid	I would prefer my child to be treated, if possible, with: <ul style="list-style-type: none"> • Orthodox • Homeopathic and/or • Herbal remedies • At discretion of staff members Please specify (circle) which or 'at discretion of staff members'. In an emergency situation, e.g. anaphylactic shock, staff members' discretion will be used (see First Aid and Emergency Procedures Policy).	
Health	Are there any health considerations the school should know about when caring for your child including: <ul style="list-style-type: none"> • regular medication 	Yes / No
	<ul style="list-style-type: none"> • asthma 	Yes / No
	<ul style="list-style-type: none"> • allergies 	Yes / No
	<ul style="list-style-type: none"> • Anaphylaxis 	Yes / No
	<ul style="list-style-type: none"> • Other, please specify 	Yes / No
	(if yes to any of the above, please see Coordinator, a separate form may be required).	
Head Lice	I agree for my child's hair to be checked at school for lice and nits. I agree to regularly and effectively manage head lice at home.	Yes / No
Sunscreen	I agree for sunscreen to be applied to my child before an outing in direct sun.	Yes / No

Topic	Details	Sign
Child's Photos	I/We agree for photos of my child, taken by the school staff, to be used in the school newsletter.	Yes/No
	I/We agree for photos/video of my child, taken by the school staff, to be used on the school website	Yes/No
	I/We agree for photos/video of my child, taken by the school staff, to be published in Educa, closed Kerry Street network for the purposes of communication with parents.	Yes/No
	I/We agree for photos of my child, taken by the school staff, to be used in external promotional material (e.g. Newspaper) that the school may choose.	Yes/No
Behaviour Guidance Policy	I/We understand that the school reserves the right, at its sole discretion, to suspend or expel any students, at any time, if their behaviour is in breach of school policies	Yes/No

Additional forms:

- Kerry Street Students' Internet Agreement (all new students)
- Confidential Declaration for Volunteers (one for each adult in your family who may volunteer at school)
- Notification of Non-Vaccination
- Student Asthma/Health Record (if your child has asthma)

I have disclosed, in full, all required and relevant medical information (including anxiety and mental health concerns), and all information relating to learning difficulties or disabilities known to me to enable the school to provide the best education for our child.

Signed: _____ (Parent) Date: _____

Signed: _____ (Parent) Date: _____

I have read and understood all of the above. Any questions I had have been answered to my satisfaction.

Signed: _____ (Parent) Date: _____

Signed: _____ (Parent) Date: _____

I have read the above, taken any relevant action and sent a transfer note if required.

Signed: _____ (Coordinator) Date: _____